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# **AIS+ EE**

## **Advanced Image System+ Enterprise Edition**

**Version 1.0**

# **User Reference Manual**

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## Copyright

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## Trademarks

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The following trademarks and registered trademarks contained in this manual belong to International Business Machines (IBM).

- AFP Advanced Function Printing
- DB2 Database 2
- CICS Customer Information Control System
- FAF Folder Access Facility
- ImagePlus
- IODM ImagePlus Object Distribution Manager
- OAM Object Access Method

## Product Abbreviations

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The following is an approved abbreviation for the Syscom AIS+ Enterprise Edition product name used in this publication and the full product name to which the abbreviation refers:

**AIS+** Is an abbreviation for Syscom AIS+ Enterprise Edition

**AIS+ EE** Is an abbreviation for Syscom AIS+ Enterprise Edition

## About This Manual

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The AIS+ Enterprise Edition User Reference Manual is a complete guide to using AIS+. Before using AIS+, the AIS+ product needs to be installed using the procedures from the AIS+ Enterprise Edition Getting Started Manual and the AIS+ Enterprise Edition System Administrator Manual.

The AIS+ Enterprise Edition User Reference Manual is intended for AIS+ users of all proficiency levels. The manual is broken down into the following sections:

- Sign-on Functions /Menus
- System & User Administration Functions
- Folder Functions
- Document Functions
- Look-up Functions

For more general information, please refer to the appropriate IBM ImagePlus manuals.

## Understanding the AIS+ Panels

---

A panel is text that is displayed on the computer screen and is organized in a consistent way. The text and its organization depend on the function of the panel.

AIS+ has the following types of panels:

- **Menu Panels**  
A menu panel displays a list of options that can be selected.
- **Data Entry Panels**  
A data entry panel has fields that can be filled in to define an item, such as a folder, document or note.
- **Mixed Panels**  
A mixed panel has data entry fields and a menu of options that can be selected.
- **List Panels**  
A list panel displays a list of items, such as documents, folders or notes, and the actions that can be selected for these items.
- **Display Panels**  
A display panel displays information about a folder, document, note, or comment.

The AIS+ panels may have the following areas of characteristics:

- Command Line
- Panel Title
- Action Identifier
- Application ID
- Transaction ID
- Customer Information Line
- Menu
- Entry Field
- Function keys
- Message Line

```

MAIN MENU (2)                                A1 (4) MN02 (5)

SA SYSTEM ADMINISTRATION MENU                FT FOLDER LIST BY TYPE
FI FOLDER LIST BY ID                          TL FOLDER TAB LIST (7)
FA FOLDER ADDITION                            NL NOTE LIST
DL DOCUMENT LIST                              IS DOCUMENT INDEX AND SCAN
WQ WORK QUEUED ITEMS                          LQ LIST QUEUE INFORMATION
HI HOLDOVER INFORMATION                       OA OPERATOR ASSIGNMENT

SELECT OPTION: __ (8)

FOLDER TYPE: __ FOLDER KEY: _____ TAB: _____
SEC. INDX 1: _____ SEC. INDX 2: _____
SEC. INDX 3: _____ UNIT.....: _____

PF 3=PREVSCR 4=LOOKUP (9)
    
```

Figure 1

```

____ (1)                                DOCUMENT LIST (2)                                INQ (3) A1 (4) DC01 (5)
** CUSTOMER INFORMATION LINE ** (6)
FOLDER ID.: F1FOLDER                        TAB.....: _____ (8)
LAST NAME :                                FIRST NAME :                                BIRTH DATE :
FORM NAME.: _____ START DATE: 01/01/1900 END DATE...: 09/09/1994
PRINTER ID.: _____ RLOB.....: _____ TRAN TYPE..: _____ (8)
RT CODE....: _____ RUNIT.....: _____ LIST ALL (Y/N): N SORT: Y
OPT A=MODIFY C=COPY D=DELETE H=HISTORY M=MOVE P=PRINT R=ROUTE
S=SND WRK V=VIEW E=MRG SRC I=MRG DST U=UNDELET O=HST PRT Q=QUERY
OPT DESCRIPTION DATE RECVD DATE FILED VERS PGS TAB
_ FORM WITH NO ROUTING 09/07/1994 759493 1 0 TAB1
_ FORM NUMBER 1 WITH ROUTING 09/07/1994 ** 1 1 TAB1
X FORM NUMBER 1 WITH ROUTING 09/07/1994 ** 1 1 TAB1
_ FORM NUMBER 1 WITH ROUTING 09/07/1994 09/07/1994 1 1 TAB1
_ FORM WITH NO ROUTING 09/07/1994 09/07/1994 2 4 TAB1
_ DOCUMENT TO TEST INSERT FUNCTI 09/07/1994 ** 2 2 TAB1
ON
AIS000 - INVALID OPTION ENTERED (10) (9)
    
```

PF 3=PREVSCR 7=BCKWRD 8=FRWRD 9=REFRESH 10=FAX 19=1ST PG 20=LAST PG MORE...
---

Figure 2

The numbers in the “Open-Close Parentheses” in Figures 1 and 2 refer to the following panel characteristics:

### 1. Command Line

Those panels that have a command line allow to fast path to another transaction by entering the Transaction ID and pressing the <ENTER> key.

### 2. Panel Title

A Panel Title appears at the top of each panel. The title identifies the function of that panel.

### 3. Action Identifier

The three-character (3) field identifies the action that is being performed on the AIS+ function. For example:

CPY- When copying documents from one folder to another.

MVE- When moving documents from one folder to another.

UPD- When updating information on the screen.

ADD- When adding a profile on the AIS+ Form Profile function.

DEL- When deleting an operator on the AIS+ Operator Profile function.

### 4. Application ID

The AIS+ system runs under one application at a time. All the panels display the two character Application ID that the user is currently signed on to.

### 5. Transaction ID

All the panels display the 4 character CICS transaction ID associated with the function that is being displayed on the screen.

### 6. Customer Information Line

Those functions that call the Customer Data Exit will display any information passed back in the Line-Data field on the panels.

### 7. Menu

A menu is a list of options that you select one option from. To select an option, type the two-character (2) option in the entry field.

### 8. Entry Field

The entry field is the underscored space next to a field name.

### 9. Function Key Area

Every Panel has a function key area that appears on the bottom line of the panel. The Function Key Area tells you which function keys are available for that panel. Most of the function keys available depend on the function of the panel. The following function keys are available on most panels :

**F3=PREVSCR** Exits the function you are working on and returns to the previous screen that called the AIS+ function. Any uncommitted changes are canceled.

**F5=UPDATE** Initially unlocks the screen and places it in ADD or UPDATE mode. Upon completing the changes, pressing the PF5 key again will commit the changes.



**F7=BACKWARD** On panels that have a list of documents or folders that go beyond one page, the PF7 key can be used to scroll backwards through the list.

**F8=FORWARD** On panels that have a list of documents or folders that go beyond one page, the PF8 key can be used to scroll forward through the list.

**F12=CANCEL** On panels that have the ability to update information. The information is actually updated in the system only when the PF5 key is pressed. Before pressing the PF5 key, the PF12 key can be pressed to cancel any changes.

**CLEAR** On every panel the CLEAR key can be used to cancel any uncommitted changes and return to the blank CICS screen. At this point the 4 character transaction ID can be entered to invoke another AIS+ function. For example, the transaction ID MN02 can be entered to transfer control to AIS+ Main Menu.

### **10. Message Line**

The message line is the area that appears on the second bottom line just above the function key area. All error messages appear on this line.

## **Sign-on Functions / Menus**

---

- **AIS+ Sign-on**
- **AIS+ Application Menu**
- **AIS+ Main Menu**

---

## Sign-on Introduction

---

The AIS+ software can not be accessed unless a valid AIS+ Sign-on has occurred.

### Access

To access the sign-on screen, type SO01 on a blank IBM CICS screen and press <ENTER>.

You can bypass the screen by entering parameters (Operator ID, Password, Menu option, Application ID, and Workstation ID) after the SO01 command. After pressing <ENTER>, the supplied information will be validated against your security profile built by the system administrator using the AIS+ Operator Profile function.

The AIS+ Sign-on screen will appear if any information required for the sign-on process is missing or found to be invalid.

The complete fast path command format looks like:

**SO01/OPERATORID/PASSWORD/MENUOPT/APPLID/WORKSTATIONID/CHANGE PASSWORD FLAG**

The AIS+ Sign-on screen will appear if the 'change password flag' is 'Y'.

### General Information

The AIS+ Sign-on function performs one major task: validates your security access to AIS+.

To accomplish this task, AIS+ requires you to identify yourself by entering an Operator ID specifically assigned to you by your AIS+ Security Administrator.

Depending upon your site's policies and procedures, you may also be required to enter a specific password associated with your Operator ID.

Sign-on is not complete until you have determined which application you would like to access. If you have access to only one application, then you do not have to enter an Application ID value. Validation of your Operator ID/Password combination will directly transfer you to that application.

If you have access to more than one application associated with your sign-on, you have two options. The first is to enter one of your assigned application IDs to directly access the desired application, or, omit the application entry and wait to select which application you want to access from the AIS+ Application Menu.

A Workstation ID entry will be needed if you have access to and plan to work with images during this AIS+ session. Please see your administrator to validate whether an entry needs to be made in this field.

You can access the AIS+ Main Menu by entering a Y in the Menu option field, or leaving it blank (the field will default to a Y when omitted). Entering an N, with a valid Application ID, will position you on a blank native IBM CICS screen where you can directly access a function by entering its fast path command (see Appendix A for fast path command formats) and then pressing <ENTER>.

## Change Password

The AIS+ Sign-on screen also provides the capability to change the password for an operator ID. When a value of Y is entered in the Change Password field, there are two new password fields that are displayed. Pressing the <ENTER> key will verify the password in the two fields. If the new password matches, the AIS+ Security exit is called to allow any customized verification and then the password is changed for the entered Operator ID in all the AIS+ applications.

## Note to Administrator

If your workstation is image enabled, then the system will automatically locate your workstation ID and internally set it within AIS+ as if you had typed it in yourself. If your workstation is not image enabled, then you will not be able to perform any image functions. The system will not have a valid workstation ID and you will get an appropriate error message if you attempt to perform an image function even though you may have authority to perform the function.

In the situation where a workstation ID is entered, the entered value will be validated against the IODM Workstation Configuration table (IDWKCFTB). If the ID is not found, an appropriate message will appear and the ID will be highlighted for correction.

When an ID is not entered, AIS+ will use the CICS terminal ID (EIBTRMID) as a base in search of a legitimate corresponding workstation ID. The EIBTRMID is checked against the IODM Front-end Application Cross Reference table (IDFMSXTB) to find a corresponding ImagePlus workstation ID. If one is not found, then the assumption is that the terminal is a 3270 device with no image capability and no image related functions can be performed, regardless of your authority access. This means an image can not be viewed and pages can not be modified within a document.

The AIS+ Security Control Exit is available to further enhance AIS+ to meet your application requirements. For further information, please refer to the AIS+ Enterprise Edition System Administrator Manual.

## Screen Display

```

      AAAA      IIIIIIIIII      SSSSSS      EEEEEEEEEEE EEEEEEEEEEE
      AAAAAA    IIIIIIIIII    SSSSSSSSSS    EEEEEEEEEEE EEEEEEEEEEE
      AAA AAA      IIII      SSSS SSSS      ++      EEEE      EEEE
      AAAA AAAA    IIII      SSSS      ++      EEEE      EEEE
      AAAAAAAAAA  IIII      SSSS      ++++++++  EEEEEEEE  EEEEEEEE
      AAAAAAAAAA  IIII      SSSSSS      ++++++++  EEEEEEEE  EEEEEEEE
      AAAA AAAA    IIII      SSSS      ++      EEEE      EEEE
      AAAA AAAA    IIII      SSSS SSSS      ++      EEEE      EEEE
      AAAA AAAA  IIIIIIIIII  SSSSSSSSSS    EEEEEEEEEEE EEEEEEEEEEE
      AAAA AAAA  IIIIIIIIII  SSSSSSSS      EEEEEEEEEEE EEEEEEEEEEE

      ADVANCED IMAGE SOLUTION + ENTERPRISE EDITION

      VERSION 1 RELEASE 0

      OPERATOR ID: MASTER__ PASSWORD:          MENU (Y/N): Y APPL ID: ZZ
      WORKSTATION ID: WKST1001      CHANGE PASSWORD (Y/N): _

      PF3=EXIT
    
```

*SIGN ON*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
OPERATOR ID	Required	Your assigned ID, which can be up to 8 characters.
PASSWORD	Required/ Optional	Your assigned password, if required by your installation, can be up to 8 characters and will not be displayed during your sign-on process.
MENU	Optional	Option to display the <i>AIS+ Main Menu</i> or access functions from a native IBM CICS blank screen.  Y - AIS+ Main Menu N - IBM CICS blank screen
APPL ID	Optional	The two character application ID you want to access
WORKSTATION ID	Optional	The 8 character workstation ID where you are currently signed-on.
CHANGE PASSWORD	Optional	Option to change the password.  Y - Two data entry fields for the new password are displayed:  1. NEW PASSWORD - Enter the new password 2. VERIFY PASSWORD - Enter the new password again  Press the <ENTER> key to change the password.  N - The two data entry fields will be removed/not displayed, and the password will not be changed

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
		Default is 'N'

## Function Keys

**PF3** - Cancels the sign-on attempt and returns you to a blank native IBM CICS screen.

## Application Menu

---

### Introduction

The *AIS+ Application Menu* allows you to select an application from the list of applications that are associated with the operator ID and password you used in signing on to AIS+. This menu will not appear if you have access to only one application.

### Access

The *AIS+ Application Menu* can be accessed by any of the following three (3) methods:

- 1) Automatically presented if you have access to more than one application and you did not supply an application identifier during the sign-on process.
- 2) On those screens that are capable of using commands for quick navigation, enter MN01 on the command line and press <ENTER>.
- 3) Enter MN01 on a blank IBM CICS screen (after successfully signing on to AIS+ and you have access to more than one application under AIS+) and press <ENTER>.

### General Information

The Application Menu will display all of your accessible applications based upon the operator ID and password you supplied during the sign-on process. Available applications will display in a two-column format. Each column represents a two-character (2) application identifier and its' associated description. The system is currently limited to displaying twenty (20) applications for a given operator ID/password combination.

Your access to an application is achieved when your System Administrator builds the security profile of the User ID that you are using.

The selected application will have its two-character (2) application identifier displayed immediately to the left of the four-character (4) function ID (in the upper right hand corner of the screen) as a visual reminder of the application in use on all subsequent screens. This excludes the *AIS+ Application Menu* screen since this is where an application is selected.

## Screen Display

```

APPLICATION MENU

A1  application #1 name          A2  application #2 name
A3  application #3 name          A4  application #4 name
A5  application #5 name          A6  application #6 name
A7  application #7 name          A8  application #8 name
A9  application #9 name          A0  application #10 name
B1  application #11 name         B2  application #12 name
B3  application #13 name         B4  application #14 name
B5  application #15 name         B6  application #16 name
B7  application #17 name         B8  application #18 name
B9  application #19 name         ZZ  AIS+ IVP APPLICATION

SELECT OPTION: ZZ

PF 3=EXIT
    
```

*APPLICATION MENU*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
SELECT OPTION	Required	Entry of one of the two-character (2) application identifiers from the displayed list.

## Function Keys

**PF3** - Cancels the sign-on attempt and returns you to a blank native IBM CICS screen.



## Main Menu

---

### Introduction

The *AIS+ Main Menu* is a dynamic display of the main system functions you have been granted permission to access by your System Administrator when your security profile was generated for this application.

### Access

The *AIS+ Main Menu* can be accessed by either of the following two (2) methods:

- 1) The *AIS+ Main Menu* will automatically display under the following conditions:
  - A) From either the *AIS+ Sign-on* screen or from the sign-on fast path, if you have access to only one application and you had entered Y or space in the Menu option field.
  - B) From either the *AIS+ Sign-on* screen or from the sign-on fast path, if you have access to more than one application and entered a value in the application ID field and you had entered Y or space in the Menu option field.
  - C) From the *AIS+ Application Menu* screen after you selected the application you wanted to access and you entered Y or space in the Menu option field on the *AIS+ Sign-on* screen.
- 2) Enter MN02 on a blank IBM CICS screen (after successfully signing on and accessing an application in AIS+) and press <ENTER>.

### General Information

The *AIS+ Main Menu* is dynamically built with functions that have been granted by your Systems Administrator. For an option to appear, your corresponding security profile flag must be activated. The following table shows the menu option and the associated security flag that needs to be activated for the option to appear on the menu.

OPTION	SECURITY FLAG
SA	ADMINISTRATION: SECURITY or ADMINISTRATION: APPLICATION or ADMINISTRATION: WORKFLOW or DOCUMENTS: DEFINE or FOLDERS: DEFINE
FT, FI, TL	FOLDERS: LIST
FA	FOLDERS: ADD
NL	NOTES: LIST
DL	DOCUMENTS: LIST
IS	DOCUMENTS: SCAN
WQ	ADMINISTRATION: WORK QUEUE
LQ	ADMINISTRATION: LIST QUEUE
HI	ADMINISTRATION: LIST QUEUE
OA	ADMINISTRATION: OPERATOR ASSIGNMENT

You must enter one of the two-character (2) system function codes displayed upon your screen in the Select Option field to access the desired function.

## Folder List by Folder Type

Entering FT and pressing <ENTER> will transfer you to the *AIS+ Folder List by Folder Type* function. This function will allow you to search for a particular folder through the use of its secondary index values when its folder ID is unknown.

You can expedite the display of your information by entering a folder type in the folder type field. You can even go one step further by supplying secondary index information for your entered folder type. Note: The secondary index information is not the same for each folder type.

## Folder List by ID

Entering FI and pressing <ENTER> will transfer you to the *AIS+ Folder List by Folder ID* function. This function will allow you to search for a particular folder through the use of folder ID wildcard searches. This approach is the only method of searching for folders that have no secondary indices defined. Or in the instance where the associated folder type does have secondary indices defined, but the folder was generated without using them.

You can expedite the display of your information by entering a folder ID in the folder key field and the folder type in the folder type field.

## Folder Tab List

Entering TL and pressing <ENTER> will transfer you to the *AIS+ Folder Tab List* function. This function will allow you to review the internal contents of a folder with regards to its tab structure.

You can expedite the display of your information by entering a primary key in the folder key field and the folder type in the folder type field.

## Folder Addition

Entering FA and pressing <ENTER> will transfer you to the *AIS+ Folder Addition* function. This function will allow you to generate folders for your application.

You can expedite the display of your information by entering a folder ID in the folder key field and the folder type in the folder type field. You may also enter the secondary index field values.

## Note List

Entering NL and pressing <ENTER> will transfer you to the *AIS+ Note List* function. This function will allow you to obtain a list of notes within a particular folder.

You can expedite the display of your information by entering a folder ID in the folder key field and the folder type in the folder type field.

## Document List

Entering DL and pressing <ENTER> will transfer you to the *AIS+ Document List* function. This function will allow you to obtain a list of documents within a particular folder.

You can expedite the display of your information by entering a folder ID in the folder key field and the folder type in the folder type field.

## Document Index and Scan

Entering IS and pressing <ENTER> will transfer you to the *AIS+ Document Index and Scan* function. This function will allow you to obtain a temporary identifier required to complete the storage of a document during the scan process.

You can expedite the display of your information by entering a folder ID in the folder key field and the folder type in the folder type field.

## Worked Queued Items

Entering WQ and pressing <ENTER> will transfer you to the *AIS+ Worked With Queued Items* function. This function will allow you to obtain a list of queued items waiting for you to process.

## List Queue Information

Entering LQ and pressing <ENTER> will transfer you to the *AIS+ List Queue Information* function. This function will allow you to obtain a list of queues in a specified route code/unit.

You can expedite the display of your information by entering a unit number in the unit field and the Folder ID in the Folder key field.

## Hold-Over Information

Entering HI and pressing <ENTER> will transfer you to the *AIS+ Hold Over Information* function. This function will allow you to see the volume of available work in each of your assigned queues.

You can expedite the display of your information by entering a unit number in the unit field.

## Operator Assignment

Entering OA and pressing <ENTER> will transfer you to the *AIS+ Operator Assignment* function. This function will allow you to obtain a list of queues you are currently assigned to work.

## Screen Display

MAIN MENU		ZZ MN02
SA SYSTEM ADMINISTRATION MENU	FT FOLDER LIST BY TYPE	
FI FOLDER LIST BY ID	TL FOLDER TAB LIST	
FA FOLDER ADDITION	NL NOTE LIST	
DL DOCUMENT LIST	IS DOCUMENT INDEX AND SCAN	
WQ WORK QUEUED ITEMS	LQ LIST QUEUE INFORMATION	
HI HOLDOVER INFORMATION	OA OPERATOR ASSIGNMENT	
SELECT OPTION: __		
FOLDER TYPE: __	FOLDER KEY: _____	TAB: _____
SEC. INDX 1: _____	SEC. INDX 2: _____	
SEC. INDX 3: _____	UNIT.....: _____	
PF 3=PREVSCR 4=LOOKUP		

*MAIN MENU*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
SELECT OPTION	Required	Select one of the two-character (2) options displayed on your menu.
FOLDER TYPE	Optional	<p>This two-character (2) field can be used in conjunction with the following system functions:</p> <p>FT - AIS+ Folder List by Folder Type</p> <p>IS - AIS+ Document Index and Scan</p> <p>FA - AIS+ Folder Addition</p> <p>NL - AIS+ Note List</p> <p>FI - AIS+ Folder List by Folder ID</p> <p>TL - AIS+ Folder Tab List</p>
FOLDER KEY	Optional	<p>This twenty-six character (26) field can be used in conjunction with the following system functions:</p> <p>NL - AIS+ Note List</p> <p>IS - AIS+ Document Index and Scan</p> <p>FA - AIS+ Folder Addition</p> <p>TL - AIS+ Folder Tab List</p> <p>FI - AIS+ Folder List by Folder ID</p> <p>DL - AIS+ Document List</p> <p>LQ - AIS+ List Queue Information</p>
TAB	Optional	<p>This sixteen character (16) field can be used in conjunction with the following system functions:</p> <p>DL - AIS+ Document List</p>
SEC. INDX 1 SEC. INDX 2 SEC. INDX 3	Optional	<p>These variable length fields, as defined in the folder type's profile, can be used in conjunction with the following system functions:</p> <p>FT - AIS+ Folder List by Folder Type</p> <p>FA - AIS+ Folder Addition</p>
UNIT	Optional	<p>This six-digit (6) field can be used in conjunction with the following system functions:</p> <p>HI - AIS+ Holdover Information</p> <p>LQ - AIS+ List Queue Information</p>

## Function Keys

**PF3** - Returns you to a blank IBM CICS screen where you can use IBM CICS transactions to access your desired functions.

**PF4** - Provides you with a list of folder types established for this application for the following menu selections:

**FA** -- Folder Addition

**FT** -- Folder List By Type

**IS** -- Document Index and Scan

In addition, this function key provides you with a list of available unit numbers when used in conjunction with the following menu options:

**HI** -- Hold Information

**LQ** -- List Queue Information

## **System & User Administration Functions**

---

- **AIS+ System Administration Menu**
- **AIS+ Operator Security Profile Administration**
- **AIS+ Form Profile Administration**
- **AIS+ Folder Profile Administration**
- **AIS+ Application Profile (1) Administration**
- **AIS+ Application Profile (2) Administration**
- **AIS+ Operator Profile Copy**
- **AIS+ Unit Code Profile Administration**
- **AIS+ Route Code Profile Administration**
- **AIS+ RLOB/Tran Type Profile Administration**
- **AIS+ Group Assignment**

## System Administration Menu

---

### Introduction

The *AIS+ System Administration Menu* is a dynamic display of the system administration functions you have been granted permission to access.

### Access

The *AIS+ System Administration Menu* can be accessed by any of the following three (3) methods:

- 1) Enter SA on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter MN03 on a command line and press <ENTER> .
- 3) Enter MN03 on a blank IBM CICS screen and press <ENTER>.

Security access to this function is granted only when any of the following flags have been set to Y in the operator's security profile:

ADMINISTRATION: SECURITY:, or ADMINISTRATION: APPLICATION:, or  
ADMINISTRATION: WORKFLOW:, or DOCUMENTS: DEFINE:, or FOLDERS:  
DEFINE:.

### General Information

The *AIS+ Systems Administration Menu* is dynamically built with functions that you have been granted by your systems administrator. For an option to appear, your corresponding security profile flag must be activated. The following table shows the menu option and the associated security flag that needs to be activated for the option to appear on the menu.

OPTION	SECURITY FLAG
OP, OC	ADMINISTRATION: SECURITY
FD	FOLDERS: DEFINE
FP	DOCUMENTS: DEFINE
A1, A2	ADMINISTRATION: APPLICATION
UN, RC, RT	ADMINISTRATION: WORKFLOW
GA	ADMINISTRATION: SECURITY

You must enter one of the two character system function codes in the on screen Select Option field to access the desired function.

In certain instances, you can improve your productivity by entering information in the key fields associated with the selected function. During the initialization of the desired function, the additionally supplied key(s) is(are) used to retrieve and display pertinent related information.



Editing of the data entered in the key fields is not performed by the AIS+ System Administration function. Information will be passed to the desired function as entered.

## **OPERATOR SECURITY PROFILE**

Entering OP and pressing <ENTER> will transfer you to the *AIS+ Operator Security Profile* function. This function will allow you to create new profiles or modify existing ones.

You can expedite the display of information by entering an operator ID in the Operator ID field.

## **OPERATOR PROFILE COPY**

Entering OC and pressing <ENTER> will transfer you to the *AIS+ Operator Profile Copy* function. This function will allow you to create new profiles from existing ones.

You can expedite the display of your information by entering an operator ID in the Operator ID field.

## **APPLICATION PROFILE**

Entering A1 and pressing <ENTER> will transfer you to the *AIS+ Application Profile 1* or entering A2 and pressing <ENTER> will transfer you to the *AIS+ Application Profile 2*. These functions will allow you to modify certain characteristics of your current application.

## **FORM PROFILE**

Entering FP and pressing <ENTER> will transfer you to the *AIS+ Form Profile* function. This function will allow you to create new form profiles or modify existing ones.

You can expedite the display of your information by entering a form name in the form name field.

## **FOLDER PROFILE**

Entering FD and pressing <ENTER> will transfer you to the *AIS+ Folder Profile* function. This function will allow you to create new profiles or modify existing ones.

You can expedite the display of your information by entering a folder type in the folder type field.

## **UNIT CODE PROFILE**

Entering UN and pressing <ENTER> will transfer you to the *AIS+ Unit Code Profile* function. This function will allow you to create new unit profiles.

You can expedite the display of your information by entering routing user parameter 1 & 2 and a category of work value within their respective fields.

## UNIT/ROUTE CODE PROFILE

Entering RC and pressing <ENTER> will transfer you to the *AIS+ Unit/Route Code Profile* function. This function will allow you to create new profiles or modify existing ones.

You can expedite the display of your information by entering a unit number and a route code within their respective fields.

## RLOB/TRAN TYPE PROFILE

Entering RT and pressing <ENTER> will transfer you to the *AIS+ Rlob/Tran Type Profile* function. This function will allow you to create new profiles or modify existing ones.

You can expedite the display of your information by entering a routing-line-of-business and a transaction type within their respective fields.

## GROUP ASSIGNMENT

Entering GA and pressing <ENTER> will transfer you to the *AIS+ Operator Group Assignment* function. This function will allow you to grant or revoke access to particular groups of forms for an operator.

You can expedite the display of information by entering an operator ID in the Operator ID field.

## Screen Display

SYSTEM ADMINISTRATION MENU		ZZ MN03
OP OPERATOR SECURITY PROFILE FP FORM PROFILE FD FOLDER PROFILE A1 APPLICATION PROFILE 1 A2 APPLICATION PROFILE 2 OC OPERATOR PROFILE COPY UN UNIT CODE PROFILE RC UNIT/ROUTE CODE PROFILE RT RLOB/TRAN TYPE PROFILE GA GROUP ASSIGNMENT		
SELECT OPTION: ___		
OPERATOR ID: _____	FORM NAME..: _____	FOLDER TYPE: ___
UNIT: _____	RTCODE: _____	RLOB: _____
USER PARM1: _____	USER PARM2: _____	CATWORK: ___
PF 3=PREVSCR 4=LOOKUP		

SYSTEM ADMINISTRATION MENU

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
SELECT OPTION	Required	Select one of the two-character (2) options displayed on your menu.
OPERATOR ID	Optional	This eight-character (8) field can be used in conjunction with the AIS+ Operator Security Profile, AIS+ Operator Profile Copy, and AIS+ Group Assignment functions.
FORM NAME	Optional	This sixteen-character (16) field can be used in conjunction with the AIS+ Form Profile function.
FOLDER TYPE	Optional	This two-character (2) field can be used in conjunction with the AIS+ Folder Profile function.
UNIT	Optional	This four-character (4) field can be used in conjunction with the AIS+ Unit/Route Code Profile function.
RTCODE	Optional	This six-character (6) field can be used in conjunction with the AIS+ Unit/Route Code Profile function.
RLOB	Optional	This six-character field (6) can be used in conjunction with the AIS+ RLOB/Tran Type Profile function.
TRANSTYPE	Optional	This six-character (6) field can be used in conjunction with the AIS+ RLOB/Tran Type Profile function.
USER PARM1	Optional	This four-character (4) field can be used in conjunction with the AIS+ RLOB/Tran Type Profile or the AIS+ Unit Profile function.
USER PARM2	Optional	This eight-digit (8) field can be used in conjunction with the AIS+ UNIT Profile function.
CATWORK	Optional	This two-character (2) field can be used in conjunction with the AIS+ UNIT Profile function.

## Function Keys

**PF3** - Returns you to the previous function that called the *AIS+ Systems Administration Menu*.

**PF4** - Provides you with a list of information you can use to expedite your selected option.

- If either OP, OC or GA are entered and <PF4> is pressed, a list of existing operator IDs (*AIS+ Operator Look-up*) will be displayed.
- If FP is entered and <PF4> is pressed, a list of available forms (*AIS+ Form Look-up*) will be displayed.
- If UN is entered and <PF4> is pressed, a list of available units (*AIS+ Unit Look-up*) will be displayed.
- If RC is entered and <PF4> is pressed, a list of available unit route code combinations (*AIS+ Unit/Route Code Look-up*) will be displayed.
- If RT is entered and <PF4> is pressed, a list of available routing line of business and transaction type combinations (*AIS+ RLOB/Tran Type Look-up*) will be displayed.
- If FD is entered and <PF4> is pressed, a list of available Folder Types (*AIS+ Folder Type Lookup*) will be displayed.

---

## Operator Security Profile Administration

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### Introduction

The *AIS+ Operator Security Profile* function provides you with the ability to add new operators to your application, to modify profiles of existing operators, and to delete operators no longer needed. Any changes made to a profile will take effect when the operator signs on to AIS+.

### Access

The *AIS+ Operator Profile function* can be accessed by any of the following three (3) methods:

- 1) Enter OP on the *AIS+ System Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA01 on a command line and press <ENTER>.
- 3) Enter SA01 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**SA01/OPERATORID**

Security access to this function is granted only when ADMINISTRATION: SECURITY: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Operator Security Profile* screen not only identifies an operator for a particular application, but also defines the types of access that will be granted.

The screen will initially appear in an INquiry mode. Pressing <PF5> will place the screen in ADD mode if the Operator ID is not found or in UPDATE mode for an existing operator. An operator profile can be added or updated by pressing the <PF5> key second time. The Update or Add function can be cancelled by pressing the <PF12> key before the <PF5> key is pressed the second time. The screen will return to an INquiry mode after the second <PF5> depression.

For an existing operator, the associated identifier, password, current access status, name, security level access, and process feature indicators will be displayed. Any changes made to the profile will not become active until the operator's next sign-on to the application. A non-existent operator will only have an identifier displayed.

Operators can be removed from the system, but caution should be taken before performing this function. Operator identifiers are carried as documentation for various functions within the IBM FAF DB2 architecture; hence, removal of an identifier would remove the capability of identifying the individual who performed the operation. Operator's can be activated or inactivated as required by the application.

If it becomes necessary to delete an operator, place a 'D' in the status field and press <PF5>. This will put the operator security in delete mode. Press <PF5> again to confirm the operator deletion. Operators which have work assigned or are part of a default routing queue cannot be deleted.

**CAUTION:** If your profile has been granted access to any particular function (anything other than an N) and you enter an N and then press <PF5> to update, you will succeed in removing

your access to that function. If you need to have access again granted, either another individual (who not only has access to update security profiles but also has access to the function you need) or the application system administrator can reset your access.

### Screen Display

```

_____                OPERATOR SECURITY                INQ ZZ SA01

OPERATOR ID: MASTER          PASSWORD: MASTER          STATUS..: A
FULL NAME..: MASTER        X OPERATOR                FOLDER/DOCUMENT
                                                SECURITY LEVEL...: 99
PROCESS FEATURES:
ADMINISTRATION:
  SECURITY: Y  APPLICATION: Y  WORKFLOW: Y  QUEUE ASSIGN: Y  QUEUE CHECK: N
  OPERATOR ASSIGNMENT...: Y  LIST QUEUE: Y  WORK QUEUE...: I  SRT APLID...: A

DOCUMENTS:
  COPY....: Y  DEFINE..: Y  DELETE..: Y  FAX....: Y  LIST...: Y  MOVE: Y
  PRINT...: Y  SCAN...: Y  UPDATE...: Y  WF VIEW: Y  ROUTE.: Y  DROP: Y

FOLDERS:
  ADD.....: Y  DEFINE..: Y  DELETE...: Y  LIST...: Y  UPDATE: Y

NOTES:
  ADD.....: Y  DELETE..: Y  LIST....: Y  VIEW...: Y  EDIT...: Y  MOVE: Y

PF 3=PREVSCR 5=UPDATE 8=ASSIGNMENT 12=CANCEL
    
```

*OPERATOR PROFILE*

## Field Definitions

FIELD	ENTRY TYPE	DEESCRPTIONS/COMMENTS
OPERATOR ID	Required	Enter up to an eight-character (8) operator identifier. If the operator identifier exists in the application, then its contents will be displayed, otherwise, you will need to press <PF5> to add it.
PASSWORD	Optional	Enter up to an eight-character (8) password for the Operator ID. The password can be updated.
STATUS	Required	Operator Employment Status indicator is required to be entered for each Operator ID : A – Active D - Delete this operator I – Inactive
FULL NAME	Required	The Full Name of the Operator ID is divided into three parts: First Name: You can enter up to ten (10) characters of first name, of the operator ID. The First Name is required. Middle Initial: The Middle Initial, which is the second part of the Full Name is optional. Last Name: You can enter up to twenty (20) characters of last name of the Operator ID. The Last Name is required.
SECURITY LEVEL	Required	The Security Level of the operator must be entered. Valid values are zero (0) through ninety-nine (99). This value will be used to determine access to the documents and folders. An operator must have a security level greater than or equal to that of the folder or document to gain access.
DEFAULT FLDR TYPE	Optional	The default folder type for the user when no folder type is entered on those screens that require an entry.
DEFAULT HP PRINTER	Optional	The default host printer for the user, when requesting a host print function. The default host printer will be initially displayed on the host print screen and can be changed if so desired.
ADMIN. :SECURITY	Required	Y - The Operator will have access to the AIS+ Operator Security function. N - The Operator will not have access to security profiles.
:APPLICATION	Required	Y – The Operator will have access to the AIS+ Application Profile Administration. N – The Operator will not have access to change application profile components.
:WORKFLOW	Required	Y - The Operator will have access to the AIS+ Unit Code Profile, the AIS+ Unit/Route Code Profile, and the AIS+ RLOB/Tran Type Profile functions. N - The Operator will not have access to change any of the workflow administration profiles.
:QUEUE ASSIGN	Required	Y – Operator will be able to add new queue assignments and be able to update other operators' queue assignments. N – Operator will be able to update (active, inactive) status only for his/her own routing queues. Operator will not be able to add new queue

		assignments.
:QUEUE CHECK	Required	<p>Y - The Operator will be able to route or send work for an existing route code and unit combination, if the Operator has been assigned to the queue.</p> <p>N - The Operator will be able to route or send work for an existing route code and unit combination whether or not the Operator has been assigned to the queue.</p> <p>A - The Operator will be able to route or send work for an existing route code and unit combination, if the Operator has been assigned to the queue. If the queue assignment is inactive, it will become activated.</p>
:OPERATOR ASSIGNMENT	Required	<p>Y - The operator will have access to the AIS+ Operator Assignment function.</p> <p>N - Operator will not have access to change operator assignments.</p>
:LIST QUEUE	Required	<p>N - The operator will not have access to list queues within the application.</p> <p>Q - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 3.</p> <p>R - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 2.</p> <p>S - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 4.</p> <p>T- The operator will have access to AIS+ List Queue Information function. However each line will contain the value in the Userdata, rather than the Folder ID. The list will use the following Sort Type 3.</p> <p>U - The operator will have access to AIS+ List Queue Information function. However each line will contain the value in the Userdata, rather than the Folder ID. The list will use the following Sort Type 1.</p> <p>V- The operator will have access to AIS+ List Queue Information function. However each line will contain the value in the Userdata, rather than the Folder ID. The list will use the following Sort Type 4.</p> <p>X - The operator will have access to AIS+ List Queue Information function. However each line will contain the value in the Userdata, rather than the Folder ID. The list will use the following Sort Type 2.</p> <p>Y - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 1.</p> <p>Sort Type 1 : Priority Descending/Folder ID descending</p> <p>Sort Type 2 : Receive Date Ascending/Priority Descending/Folder ID Ascending</p> <p>Sort Type 3: Priority Descending/Object Time Ascending</p> <p>Sort Type 4: Priority Descending/Receive Date Ascending/Object Time Ascending</p> <p><i>Note: Object Time is the internal timestamp generated by FAF to identify a stored object.</i></p>
:WORK QUEUE	Required	<p>I - The operator will have access to the AIS+ Work with Queued Items function where images will be displayed for items in the queue.</p> <p>X - The operator will have access to the AIS+ Work with Queued Items function and images will NOT be displayed for items in the queue.</p> <p>N - The operator will not have access to work with queued items within the application.</p>

:SORT APPLID	Required	<p>Flag to determine the order to sort the item list within the Work Queue Items function:</p> <p>A - Default to the Application Profile sort work items flag(SORT WORK ITEMS)</p> <p>P - Sort by Priority descending, Date Received ascending, Object Time ascending</p> <p>D - Sort by Object Description descending</p>
DOCUMENTS: COPY	Required	<p>Y - The operator will have access to the AIS+ Document Copy/Move function.</p> <p>N - The operator will not be able to copy a document from one folder ID to another folder ID(s).</p>
:DEFINE	Required	<p>Y - The operator will have access to the AIS+ Form Profile function.</p> <p>N - The operator will not be able to define new form profiles for the application.</p>
:DELETE	Required	<p>Y - The operator will have access to the AIS+ Document Delete/Undelete function on stored documents but not on pending documents.</p> <p>P - The operator will have access to delete/undelete all documents.</p> <p>B - The operator will have access to delete/undelete pending documents but not stored documents.</p> <p>N - The operator will not be able to delete a document from a folder.</p>
:FAX	Required	<p>Y - The operator will be able to fax a document from a folder.</p> <p>N - The operator will not be able to fax a document from a folder.</p>
:LIST	Required	<p>Y - The operator will have access to the AIS+ Document List function. The document list will be ordered by Receive Date descending, Object Time descending.</p> <p>F - The operator will have access to the AIS+ Document List function. The document list will be ordered by Form Name ascending, Receive Date descending, Object Time ascending.</p> <p>T - The operator will have access to the AIS+ Document List function. The document list will be ordered by Tab Description ascending, Receive Date descending, Object Time ascending.</p> <p>D - The operator will have access to the AIS+ Document List function. The document list will be ordered by Document Description ascending, Receive Date descending, Object Time ascending.</p> <p>O - The operator will have access to the AIS+ Document List function. The document list will be ordered by Receive Date descending, Object Time ascending.</p> <p>N - The operator will not be able to look at the list of documents in a folder.</p>
:MOVE	Required	<p>Y - The operator will have access to the AIS+ Document Copy/Move function.</p> <p>N - The operator will not be able to move a document from one folder to another.</p>
:PRINT	Required	<p>Y - The operator will be able to print a document.</p> <p>N - The operator will not be able to print a document.</p> <p>H - The operator can only print to Host IBM JES Printers.</p>



		W - The operator can only print to LAN attached printers.
:SCAN	Required	Y - The operator will have access to the AIS+ Document Scan and Index function. F - The operator will have access to the AIS+ Document Scan and Index function and be able to scan with a receive date which is a date in the future. N - The operator will not be able to index and scan a document into a folder.
:UPDATE	Required	Y - The operator will have access to the AIS+ Document Modify function. F - The operator will have access to the AIS+ Document Modify function and be able to change the receive date to a date in the future N - The operator will not be able to modify the pages in a document.
:WF VIEW	Required	W - Only documents in the queue will be displayed when the work with queued item transaction is invoked. Y - The operator will be able to view a document. N - The operator will not be able to view a document. H - Document History will be displayed prior to the Work With Queued Item screen being displayed. B - Both History and all documents in a folder will be displayed prior to the Work With Queued Item screen being displayed. A - All documents in a folder will be displayed. Q - Both history and only the documents in the queue will be displayed prior to the Work With Queue Item screen being displayed.
:ROUTE	Required	Y - The operator will be able to route a document. N - The operator will not be able to route a document.
:DROP	Required	Y - The operator will be able to drop a document in routing. N - The operator will not be able to drop a document in routing.
FOLDERS: ADD	Required	Y - The operator will have access to the AIS+ Folder Addition function. In addition, folders can be added while performing either of the following two document functions: AIS+ Document Scan & Index and AIS+ Document Copy/Move, but only if the operator has access to either of these 2 functions. I - The operator will be able to add new folders only during use of the AIS+ Document Scan & Index function. T - The operator will be able to add new folders only during use of the AIS+ Document Copy/Move function. D - The operator will be able to add new folders only during the use of either the AIS+ Document Scan & Index function or the AIS+ Document Copy/Move function. N - The operator will not be able to add new folders to the application.
:DEFINE	Required	Y - The operator will have access to the AIS+ Folder Profile function. N - The operator will not be able to define new folder profiles for the application.
:DELETE	Required	Y - The operator will have access to the AIS+ Folder Delete function.

		N - The operator will not be able to delete folders from the application.
:LIST	Required	Y - The operator will be have access to the AIS+ Folder List by Folder Type, Folder List by Folder Id and Folder/Tab List functions. N - The operator will not have access to any of the folder list functions.
:UPDATE	Required	Y - Operator will have access to the AIS+ Folder Update ,function. N - The operator will not be able to update folders.
NOTES: ADD	Required	Y - The operator will have access to the AIS+ Note Add function. N - The operator will not be able to add notes to folders.
:DELETE	Required	Y - The operator will have access to the AIS+ Note Delete function. N - The operator will not be able to delete notes from a folder.
:LIST	Required	Y - The operator will have access to the AIS+ Note List function. N - The operator will not be able to list notes in a folder.
:VIEW	Required	Y - The operator will have access to the AIS+ Note View function. N - The operator will not be able to view notes within a folder.
:EDIT	Required	Y - The operator will have access to the AIS+ Note View function with a capability to edit/modify an existing note. N - The operator will not be able to edit/modify an existing note from the AIS+ Note View function.
:MOVE	Required	Y - The operator will have access to the AIS+ Note Move function. N - The operator will not be able to move notes to another folder.

## Function Keys

**PF3** - Cancels any uncommitted changes and returns you to the previous function that called the *AIS+ Operator Profile* function.

**PF5** - Initially unlocks the screen so that a new operator can be created or an existing operator can be modified. Upon completion of changes and/or additions, pressing <PF5> will perform the appropriate update.

**PF8** - Transfers you to the *AIS+ Operator Assignment* function.

**PF12** - Cancels the current update/addition/deletion mode and places the screen back to its original INQuiry mode.

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## Form Profile Administration

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### Introduction

The Form Profile screen allows you to view, update, or add a form profile. Any changes made to a profile or any additional profiles added to your system will become effective immediately.

### Access

The *AIS+ Form Profile* function can be accessed by any of the following three (3) methods:

- 1) Enter FP in the option field on the *AIS+ Systems Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA03 on a command line and press <ENTER> .
- 3) Enter SA03 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**SA03/FORMNAME**

Security access to this function is granted only when the Document: Define: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Form Profile Administration* function defines a form and its accompanying profile for a given application. Form profiles can not be removed once created. Removal would require the use of an IBM DB2 utility (i.e.: SPUFI) to delete the form profile and all objects built under this profile.

The screen will initially appear in an INquiry mode. Pressing <PF5> will place the screen in ADD mode if the Form Name is not found or in UPDate mode for an existing Form Name. The Form profile can be added or updated by pressing the <PF5> key second time. You can cancel the Update or Add function by pressing the <PF12> key before the <PF5> key is pressed the second time. The screen will return to an INquiry mode after the second <PF5> depression.

The *AIS+ Form Profile Administration* function builds the base defaults and operating parameters that a document assigned to a form will follow. The majority of the fields in the upper half of the screen are used as defaults so that when an operator indexes a document, the defaults will appear on the screen, thus minimizing keystrokes during the *AIS+ Document Index and Scan* function.

The bottom half of the screen displays the various folders to which the form may belong. During the index process when a folder type is entered, the tab listed on this screen will appear by default on the index screen. Note: The Tab Description and the Folder Type Combinations must be valid. Refer to the *AIS+ Folder Type Profile* for information on entering valid Tab Description/Folder Type combinations.

All default fields can be overridden as needed during the index process. If it is noticed that certain defaults are constantly being changed, the form profile should be updated to reflect these changes.

Check with your administrator for valid collection name, storage class, and management class entries. If a collection name is not established for a Form Name, the collection name set up as the default in the Application Profile will be used when indexing documents.

The Group ID is a required field. This contains the name of a logical grouping of forms upon which viewing may be restricted at the user level via the Group Assignment screen. If an entry is not entered, the form will default to a group ID of "GLOBAL". Every operator should have access to the "GLOBAL" group at a minimum. For more information concerning the affect of form groupings, refer to the *AIS+ Group Assignment* section.

### Screen Display

```

_____
                                FORM PROFILE                                INQ ZZ SA03

FORM NAME.....: FORM1
DESCRIPTION....: VIP FORM NAME1
COLLECTION NAME....: _____
MANAGEMENT CLASS...: _____          STORAGE CLASS: _____
RETENTION PERIOD...: _____          INDEX (Y,N,D): Y  FUTR DATE (Y,N): Y
SECURITY LEVEL.....: 99                PEND AWAKE (A=ALL, Q=SAME QUEUE) : Q
DOCUMENT DATE LABEL: DATE LBL          MIN DAYS: 0    MAX DAYS: 999
GROUP ID: GLOBAL                       RLOB: _____ TRANTYPE: _____
NO OF FOLDER TYPES/TABS: 003          RETAIN PAPER (Y,N): Y

  FOLDER      TAB      FOLDER      TAB      FOLDER      TAB
  TYPE        DESCRIPTION  TYPE        DESCRIPTION  TYPE        DESCRIPTION
  F1          TAB01      F2          TAB02      F3          TAB03
  _____  _____  _____  _____  _____  _____
  _____  _____  _____  _____  _____  _____
  _____  _____  _____  _____  _____  _____
  _____  _____  _____  _____  _____  _____
  _____  _____  _____  _____  _____  _____
  _____  _____  _____  _____  _____  _____
  _____  _____  _____  _____  _____  _____

PF 3=PREVSCR 5=UPDATE 12=CANCEL
    
```

*FORM PROFILE*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FORM NAME	Required	A sixteen-character (16) new form name to add, or an existing one for review or update.
DESCRIPTION	Required	Enter up to a sixty-character (60) default description for this form that will be used by every document assigned to this form during the index process.
COLLECTION NAME	Optional	Enter up to a forty-four-character (44) collection name that documents associated with this form name will belong. If a name is not entered, the default collection name will come from the application's profile entry. The collection name must be entered if management class, storage class or retention period is entered.
MANAGEMENT CLASS	Optional	Enter up to an eight-character (8) management class to override one defined by the collection name. Must be entered if storage class is entered.
STORAGE CLASS	Optional	Enter up to an eight-character (8) storage class to override one defined by the collection name. Must be entered if management class is entered.
RETENTION PERIOD	Optional	The number of days that the document will be kept on storage.
INDEX	Required	<p>This field indicates whether the form is available to be indexed through AIS+ Document Index and Scan.</p> <p>N - Existing documents can be accessed and no new documents can be indexed using this form.</p> <p>Y - Documents can be indexed using this form.</p> <p>D - The default routing information for the form name will be displayed if the user changes the folder type or the folder ID.</p>
FUTR DATE	Required	<p>This field indicates whether a document can be scanned or modified with a receive date greater than the current date.</p> <p>N - Documents cannot be received at a date greater than the current date.</p> <p>Y - Documents may be received with a date in the future.</p>
SECURITY LEVEL	Required	Enter a security level (between 0 and 99, inclusive) that will be associated with this form. Operators can only access forms with security levels less than or equal to the security value contained in the security profile.
MIN DAYS	Display	This field is currently not used.
MAX DAYS	Display	This field is currently not used.
PEND AWAKE	Optional	<p>A - indicates to take all documents off hold for a folder.</p> <p>Q - indicates to take all documents off hold for a folder/routing queue combination when a document is scanned into the system.</p>
DOCUMENT DATE LABEL	Required	The date label that appears on the AIS+ Document Index and Scan screen. The date label can be up to twenty (20) characters long.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
GROUP ID	Optional	Enter up to an eight-character (8) group name. This value is critical in determining whether a user can access/view particular documents. This field will default to a value of "GLOBAL".
RLOB	Optional	This field is the default RLOB routing information associated with a form name. The "Document Index and Scan" screen displays RLOB and TRANTYPE if both of these fields are entered for a particular form. The RLOB can be up to 6 characters long.
TRANTYPE	Optional	This field is the default TRANTYPE associated with the RLOB for the form name. The "Document Index and Scan" screen displays RLOB and TRANTYPE if both of these fields are entered for a particular form. The TRANTYPE can be up to 6 characters long.
RETAIN PAPER	Required	Informational field which indicates whether paper should be retained by the operator after scanning the document.  Y - Retain Paper N - Dispose of Paper
NO OF FOLDER TYPE/TABS	Display	The number of folder types this form can belong. The tab refers to the default tab within that folder type that the form can automatically be scanned into when the folder type is selected during the AIS+ Index and Scan function.
FOLDER TYPE	Optional	Folder types in to which this form may be stored.
TAB DESCRIPTION	Optional	A tab description may be added or updated with a valid value. Which can be obtained from the folder profile administration transaction. Tab description must exist for the folder type entered.

## Function Keys

- PF3** - Cancels any uncommitted changes and returns to the previous function that called the *AIS+ Form Profile* function.
- PF5** - Initially unlocks the screen so that a new form profile can be added or an existing form profile can be modified. Upon completion of changes and/or additions, pressing <PF5> will perform the appropriate update.
- PF12** - Cancels the current process and returns to INQUIRY mode.

---

## Folder Profile Administration

---

### Introduction

The *AIS+ Folder Profile Administration* function allows you to view, update, or add a folder type to an application.

### Access

The *AIS+ Folder Profile Administration* function can be accessed by any of the following three (3) methods:

- 1) Enter FD in the option field on the *AIS+ System Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA04 on a command line and press <ENTER>.
- 3) Enter SA04 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**SA04/FOLDERTYPE**

Security access to this function is granted only when the Folder: Define: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Folder Profile Administration* function defines a folder type and its accompanying profile for a given application. Folder profiles can not be removed once created. Removal would require the use of an IBM DB2 utility (i.e.: SPUFI) to delete the folder profile and all folders built under this profile.

The screen will initially appear in an INquiry mode. Pressing <PF5> will place the screen in ADD mode if the Folder Type is not found or in UPDate mode for an existing Folder Type. The Folder Type profile can be added or updated by pressing the <PF5> key second time. You can cancel the Update or Add function by pressing the <PF12> key before the <PF5> key is pressed the second time. The screen will return to an INquiry mode after the second <PF5> depression.

A folder type must have a primary index, a description, and a specified security level. Operators may access folders with security levels equal to or less than their own.

Though not required, a folder type can also have up to three (3) secondary indices. A secondary index can be used in searching for a particular folder when the primary index is unknown. Once a secondary index has been activated for a folder type, it can not be removed. If a folder type has less than three secondary indices, then others can be added as needed. This addition reflects the ability of a folder to have a new index, but the actual index value must be entered during the actual building of a new folder, or through the *AIS+ Folder Update* function for existing folders.

Each secondary index also has an edit number associated with it. This edit number can be used to perform customized edits on the secondary index values, when adding folders. The customized edits can be incorporated in the AIS+ Field Edit Exit.

To expedite a folder's search, the folder type profile can specify the minimum number of positions that will be required for entry during the use of either the *AIS+ Folder List by Folder ID* or the *AIS+ Folder List by Folder Type* functions. The more positions that are required to be entered will result in faster responsiveness from the list functions.

Empty folders can be automatically removed from the application when the last object contained within the folder has been removed (deleted or moved to another folder).

A folder is not required to utilize all of the tabs that are defined in its profile, but has access to any that are.

### Screen Display

```

_____                FOLDER PROFILE ADMINISTRATION                INQ ZZ SA04

FOLDER TYPE: F1          SECURITY LVL: 99                WILDCARD SEARCH MIN: 03
DESCRIPTION: IVP TEST FOLDER WITH ONLY ONE SECONDARY INDEX

INDICES          LABEL          LENGTH SEARCH EDIT NO          ENTRY TEMPLATE
PRIMARY         : PRIME           10
SECONDARY 1: SEC 1 LBL      05      02      ___      _____
SECONDARY 2: _____      ___      ___      ___      _____
SECONDARY 3: _____      ___      ___      ___      _____
DELETED EMPTY FOLDER (Y,N): Y

NO OF TABS: 004
----- TAB ----- TAB ----- TAB ----- TAB -----

NO  DESCRIPTION  NO  DESCRIPTION  NO  DESCRIPTION  NO  DESCRIPTION
01  TAB01        02  TAB02        03  TAB03        04  TAB04
_____|_____|_____|_____|
_____|_____|_____|_____|
_____|_____|_____|_____|
_____|_____|_____|_____|
_____|_____|_____|_____|

PF 3=PREVSCR 5=UPDATE 7=BACKWARD 8=FORWARD 12=CANCEL
    
```

*FOLDER PROFILE ADMINISTRATION*



## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FOLDER TYPE	Required	Folder Type defines a type of folder.
SECURITY LEVEL	Required	Enter a security level (between 0 and 99) that will be associated with this folder. Operators can only access folders with security levels less than or equal to the security value contained in the security profile.
WILDCARD SEARCH MIN	Optional	This is the minimum number of positions that are required when performing a wildcard search for the primary folder index.
DESCRIPTION	Optional	Default sixty-character (60) description of folder associated with this folder type.
PRIMARY INDEX LABEL	Required	This ten-character (10) label is used whenever the primary index is used by an AIS+ function.
PRIMARY INDEX LENGTH	Required	The maximum length of the primary index is twenty-six (26) characters.
SECONDARY 1 LABEL	Optional	This ten-character (10) label is used whenever the first secondary index is used by an AIS+ function.
SECONDARY 1 LENGTH	Optional	The maximum length of the first secondary index is forty (40) characters.
SECONDARY 1 SEARCH	Optional	This is the minimum number of characters that need to be entered to perform a secondary index search on index 1.
SECONDARY 1 EDIT NUMBER	Optional	This is the edit number associated with secondary index 1 value. The edit number may contain any value. If not entered, it defaults to spaces.
SECONDARY 1 TEMPLATE	Optional	This field serves as a data entry template for the secondary index 1 field.
SECONDARY 2 LABEL	Optional	This ten-character (10) label is used whenever the second secondary index is used by an AIS+ function.
SECONDARY 2 LENGTH	Optional	The maximum length of the second secondary index is forty (40) characters.
SECONDARY 2 SEARCH	Optional	This is the minimum number of characters that need to be entered to perform a secondary index search on index 2.
SECONDARY 2 EDIT NUMBER	Optional	This is the edit number associated with secondary index 2 value. The edit number may contain any value. If not entered, it defaults to spaces.
SECONDARY 2 TEMPLATE	Optional	This field serves as a data entry template for the secondary index 2 field.
SECONDARY 3 LABEL	Optional	This ten-character (10) label is used whenever the third secondary index is used by an AIS+ function.
SECONDARY 3 LENGTH	Optional	The maximum length of the third secondary index is forty (40) characters.
SECONDARY 3 SEARCH	Optional	This is the minimum number of characters that need to be entered to perform a secondary index search on index 3.
SECONDARY 3 EDIT NUMBER	Optional	This is the edit number associated with secondary index 3 value. The edit number may contain any value. If not entered, it defaults to spaces.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
SECONDARY 3 TEMPLATE	Optional	This field serves as a data entry template for the secondary index 3 field.
DELETE EMPTY FOLDER	Optional	An indicator that allows a folder to be automatically deleted when the last document within it has been deleted. Y - Delete folder when empty N - Do not delete folder when empty
NO OF TABS	Display	This is the number of tabs defined thus far for this folder type.
TAB NUMBER	Required	This is the tab number associated with the tab. At least one (1) tab must be entered per folder type.
TAB DESCRIPTION	Required	Tab description associated with tab number.

## Function Keys

- PF3** - Cancels any uncommitted changes and returns you to the previous function that called the *AIS+ Folder Profile* function.
- PF5** - Toggles into Add/Update; Process the request.
- PF7** - Scrolls backward through the tab list.
- PF8** - Scrolls forward through the tab list.
- PF12** - Cancels current processing and returns to INQuery mode.

---

## Application Profile (1) Administration

---

### Introduction

The *AIS+ Application Profile (1) Administration* function will permit alterations to specific base system control elements under which an application will function. All elements are not capable of alteration due to the enormous system impact that would occur if they were permitted to be changed.

Caution: Any changes to the application profile will not take effect until the next time an operator signs-on to AIS+. Any operator still signed-on during the application profile change will be processing under the old application profile until he/she signs back on to AIS+.

### Access

The *AIS+ Application Profile (1) Administration* function can be accessed by any of the following three (3) methods:

- 1) Enter A1 in the option field on the *AIS+ Systems Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA05 on the command line and press <ENTER>.
- 3) Enter SA05 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

Security access to this function is granted only when the ADMINISTRATION: APPLICATION: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Application Profile (1) Administration* function allows you to update certain elements of the application's profile in keeping up with changing requirements.

The screen will initially appear in an INQUIRY state where none of the data elements can be changed. Pressing <PF5> will place the function in an UPDATE mode where certain profile information can be altered.

The application identifier that was assigned to the application during the initial profile build can not be altered. The identifier can only be modified through the use of a DB2 utility (e.g.: SPUFI).

The tableset ID assigned to the application during the initial profile creation cannot be altered. Changing the tableset ID field may cause inconsistency in data and incorrect results.

The application create site represents the IBM ImagePlus Object Distribution Manager's (IODM) Customer Information Control System (CICS) system identifier. This field cannot be changed, because, entering an invalid or incorrect value could seriously jeopardize storing and accessing images in the system.

The application description can be altered and will appear on the *AIS+ Application Menu* along with the application identifier.

The Date Interface format can be altered to reflect any one of the following six forms: "MM/DD/YYYY", "DD/MM/YYYY/", "DD.MM.YYYY", "YYYY-MM-DD", "DD-MM-YYYY", and "DD MM YYYY".

Entering and displaying time formats can be altered to reflect either a 24 hour military time (00:00 to 24:00) or a 12 hour time (AM and PM). There is no requirement that both formats must be the same, but consistency should be followed.

The sort work items determines the sort order for the *AIS+ Work With Queued Item screen*.

The document list format indicates whether the *AIS+ Document List* function will use one (1) line or two (2) lines to display document descriptions.

The folder list tab format determines how *AIS+ Folder/Tab List* function will display the number of documents within a folder tab. Either the total number of documents in the tab or the total number of documents for each unique received date in the tab will be displayed.

The number of work items determines how many documents within a folder will be process at one time on the *AIS+ Work With Queued Items* screen.

The system administrator identifier and password can not be changed. Alterations can only be performed through the use of an IBM DB2 utility (e.g. SPUFI).

The temporary identifier format and associated prefix can be altered. Care must be taken that no existing temporary IDs exists for the previous format, because this will produce unexpected display results on the *AIS+ Document List* screen.

The document copy indicator indicates to the *AIS+ Document Copy/Move* function whether to make physical copies of documents or generate additional pointers to an existing document within IBM OAM. Note: The system currently only supports logical document copy, so the copy indicator can not be altered.

The system currently only supports logical document deletion, so the delete indicator will default to a value of 'L'. Entering a value of 'C' provides an additional value to be passed to the *AIS+ Delete Object Exit* (see *AIS+ System Administration* manual) indicating if multiple logical copies of the document exist.

The default number of days after the document has been received that then classifies the document as being expired or removed from the work queue, can be altered. The number of days is added to the original receive date in calculating when the document should have its priority set to the highest value. The document will then be presented as one of the top documents that needs to be addressed within the workflow.

The Future Days is added to the current date to calculate a new end receive date for the *AIS+ Document List* screen.

The exit name suffix makes the exit name unique for each application. If no exit suffix is entered, then the system defaults to 'P'. The map name suffix makes the map name unique for each application. If no map name suffix is entered, then the system defaults to 'M'.

The maximum priority that a document can achieve during the normal aging process. If a user enters an 'X' in the priority indicator field, this value becomes the priority of the document.

The application's default collection name can be altered. Any new document entered into the system that does not have a collection name attached to its form profile (as identified in the *AIS+ Form Profile* function) will use the application's default collection name when stored.

## Screen Display

```

APPLICATION PROFILE (1)                                INQ ZZ SA05
APPLICATION ID: ZZ                                     TABLESET : 4
APPLICATION CREATE SITE: VDMT                         DESCRIPTION: VIP1 IVP APPLICATION
DATE INTERFACE FORMAT: 1
  1 - MM/DD/YYYY   2 - DD/MM/YYYY   3 - DD.MM.YYYY
  4 - YYYY-MM-DD   5 - DD-MM-YYYY   6 - DD MM YYYY
TIME DISPLAY FORMAT: 1                               TIME ENTRY FORMAT: 1
  1 - 12 HR        2 - 24 HR
                                                    SORT WORK ITEMS : P
DOCUMENT LIST FORMAT: 1 FOLDER TAB LIST FORMAT: R NUMBER OF WORK ITEMS: 20
(1-30 CHAR, 2-60 CHAR)
SYSTEM ADMINISTRATOR ID: MASTER                      SYSTEM ADMINISTRATOR PW: MASTER
TEMP ID TYPE: 3   TEMP ID PREFIX: _   FOLDER TYPE PREFIX (Y,N): Y
COPY IND (L,C): L   DELETE IND (L,C): L   MAX DAYS: 000   FUTR DAYS: 030
EXIT NAME SUFFIX: P   MAP NAME SUFFIX: M   MAX PRIORITY: 950
COLLECTION NAME: MDMC.AISGROUP
PF 3=PREVSCR 5=UPDATE 12=CANCEL
    
```

APPLICATION PROFILE (1)

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
APPLICATION ID	Display	Application Identifier
TABLESET	Display	The tableset ID associated with the application.
APPLICATION CREATE SITE	Display	This is the four-character (4) symbolic IBM IODM create site where documents will be stored.
DESCRIPTION	Required	This is the twenty-character (20) application description displayed during the sign-on process on the AIS+ Application Menu.
DATE INTERFACE FORMAT	Required	This defines the format dates are passed to the customer exits. 1 = MM/DD/YYYY 2 = DD/MM/YYYY 3 = DD.MM.YYYY 4 = YYYY-MM-DD 5 = DD-MM-YYYY 6 = DD MM YYYY
TIME DISPLAY FORMAT	Required	This defines the time format displayed in the AIS+ system. 1 = 12 hour (AM/PM) 2 = 24 hour (00:00 to 24:00)
TIME ENTRY FORMAT	Required	This defines the time format entry in the AIS+ system.

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
		1 = 12 hour (AM/PM) 2 = 24 hour (00:00 to 24:00)
SORT WORK ITEMS	Required	Flag that will determine the sort order of the object description within Work Queue Item function:  P – Sort by Priority descending, Date Received ascending, Object Time ascending  D - Sort by Object Description descending  The Sort Application ID flag(SRTAPPLD) in the Operator Profile function can override the sort order for the item list in the Work Queue Item function.
DOCUMENT LIST FORMAT	Required	This indicates the number of lines/characters that will be used in displaying document descriptions.  1 - 1 line with 30 characters 2 - 2 lines with 30 characters each (60 characters total)
FOLDER TAB LIST FORMAT	Required	This indicates how the number of documents within a folder tab will be displayed on the <i>AIS+ Folder/Tab List</i> screen.  T – Displays the total number of documents within the Folder Tab  R – Displays the total number of documents for each unique Receive Date within the Folder Tab
NUMBER OF WORK ITEMS	Required	This value determines the number of documents within a single folder to be processed on the <i>AIS+ Work With Queued Items Screen</i> .
SYSTEM ADMINISTRATOR ID	Display	This is the eight-character (8) identifier of the system administrator for this application.
SYSTEM ADMINISTRATOR PASSWORD	Display	This is the eight-character (8) password associated with the system administrator.
TEMP ID TYPE	Required	This is the type of temp ID generated in the AIS+ Document Index and Scan and Document Modify function.  1 = Folder ID 2 = Folder ID + 3 random digit suffix 3 = 6 random digits 4 = TEMP ID PREFIX + 6 random digit suffix
TEMP ID PREFIX	Optional	This is the prefix of the temp ID generated, if the temp ID type is 4.
FOLDER TYPE PREFIX	Display	'Y' = folder type is the first two positions of folder ID 'N' = folder type is not part of the folder ID
COPY IND	Display	'L' indicates pointers will be used in pointing to one physical copy of the document under IBM OAM  'C' indicates a logical copy will be used along with a count of the object versions.

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
DELETE IND	Display	'L' indicates documents will be logically deleted from one folder 'C' indicates documents will be logically deleted from one folder but will also pass a value to the AIS+ Delete Object Exit indicating if copies of the document exist in other folders.
MAX DAYS	Optional	Maximum days are added to the document receive date to determine when the priority flag should be automatically set to the highest value. The Max Days defaults to zeroes when not entered.
FUTR DAYS	Optional	Future Days are added to the current date, to calculate the default end receive date for the Document List function. The Future Days defaults to zeroes when not entered.
EXIT NAME SUFFIX	Optional	The last character of the name for the exits within the AIS+ System. This value defaults to 'P'.
MAP NAME SUFFIX	Optional	The last character of the name for the map associated with the program being executed. This value defaults to 'M'.
MAX PRIORITY	Required	Maximum priority that a document may have during the normal aging process. This value also serves as the minimum allowable priority when an 'X' is placed in the priority indicator field within the AIS+ System.
COLLECTION NAME	Required	Default forty-four-character (44) collection name used if a collection name is not entered for a form in the AIS+ Form Profile function.

## Function Keys

**PF3** - Cancels any uncommitted changes and returns to the previous function that called the *AIS+ Application Profile (1) Administration* function.

**PF5** - Initially unlocks the screen so that changes can be made to the Application Profile. Upon completion of changes pressing the <PF5> will perform the appropriate update.

**PF12** - Cancels the current update and returns to INQuiry mode

---

## Application Profile (2) Administration

---

### Introduction

The *AIS+ Application Profile (2) Administration* function will permit alterations to specific additional base system control elements under which an application will function.

**Caution:** Any changes to the application profile will not take affect until the next time an operator signs-on to AIS+. Any operator still signed-on during the application profile change will be processing under the old application profile until he/she signs back on to AIS+.

### Access

The *AIS+ Application Profile (2) Administration* function can be accessed by any of the following three (3) methods:

- 1) Enter A2 in the option field on the *AIS+ Systems Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA13 on the command line and press <ENTER> .
- 3) Enter SA13 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

Security access to this function is granted only when the ADMINISTRATION: APPLICATION: flag is set to Y in the operator's security profile.

### General Information

This function allows you to update certain elements of the application's profile in keeping up with changing requirements.

All original information for this portion of the application's profile was generated by the *AIS+ Initial Application Profile Creation* function located in the [AIS+ Enterprise Edition System Administrator Manual](#).

The screen will initially appear in an INQUIRY state where none of the data elements can be changed. Pressing <PF5> will place the function in an UPDate mode where profile information can be altered.

The report title represents the application name printed on any of the batch reports found in the [AIS+ Batch Report Manual](#).

The events logged by the AIS+ functions are determined by an indicator being turned 'ON' for that particular event. Event logging can be turned on and off to meet your specific audit requirements.

Host Print Default information is required when the application is using host printing to handle high volume print requests.



## Screen Display

```

APPLICATION PROFILE (2)                                INQ ZZ SA13
REPORT TITLE: IVP TEST APPLICATION

EVENT HISTORY:
DOCUMENTS:
COPY....: Y   DELETE.: Y   DROP....: Y           INDEX.: Y   HOLD: Y
OFFHOLD.: Y   MERGE..: Y   MOVE....: Y   PRINT...: Y   ROUTE.: Y   SCAN: Y
REASGN..: Y   UNASGN.: Y   UNDELETE: Y   VIEW...: Y   RETURN: Y   ASGN: Y
COMMENTS: Y

PAGES:
DELETE..: Y   INSERT.: Y   REORDER.: Y   REPLACE: Y   MOVE...: Y

UPDATES:
DESC....: Y   RCVDT..: Y   SECLASS.: Y   PRTY...: Y   EXPDT.: Y   FORM: Y
TAB.....: Y

HOST PRINT:
DEFAULT JES PRINTER: _____
HOST PRINT REQUESTER.:
LABEL1: NAME           LABEL2: _____ LABEL3: _____ LABEL4: _____
HOST PRINT RECEIVER...:
LABEL1: NAME           LABEL2: _____ LABEL3: _____ LABEL4: _____
SEC INDX 1 SEARCH: 02   SEC INDX 2 SEARCH: 02   SEC INDX 3 SEARCH: 00

PF 3=PREVSCR 5=UPDATE 12=CANCEL
    
```

Application Profile (2)

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
REPORT TITLE	Optional	The sixty-character (60) report title used by the batch reports.
EVENT HISTORY: DOCUMENTS: COPY	Required	'N' – Logging will not occur for copying documents 'Y' – Logging will occur when documents are copied
DELETE	Required	'N' – Logging will not occur when logically deleting documents 'Y' – Logging will occur when documents are logically deleted
DROP	Required	'N' – Logging will not occur when dropping documents 'Y' – Logging will occur when documents are dropped from routing
INDEX	Required	'N' – Logging will not occur when documents are indexed for scanning 'Y' – Logging will occur for indexed documents prior to scanning
HOLD	Required	'N' – Logging will not occur when routed documents are placed on hold 'Y' – Logging will occur when routed documents are placed on hold
OFFHOLD	Required	'N' – Logging will not occur when documents are taken off hold 'Y' – Logging will occur when documents are taken off hold
MERGE	Required	'N' – Logging will not occur when documents are merged

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
		'Y' - Logging will occur when documents are merged
MOVE	Required	'N' - Logging will not occur when documents are moved 'Y' - Logging will occur when documents are moved
PRINT	Required	'N' - Logging will not occur when documents are printed 'Y' - Logging will occur when documents are printed
ROUTE	Required	'N' - Logging will not occur when a document is routed 'Y' - Logging will occur when a document is routed
SCAN	Required	'N' - Logging will not occur when a document is scanned & stored 'Y' - Logging will occur when a document is scanned & stored
REASGN	Required	'N' - Logging will not occur when a document is reassigned 'Y' - Logging will occur when a document is reassigned
UNASGN	Required	'N' - Logging will not occur when a document is unassigned 'Y' - Logging will occur when a document is unassigned
UNDELETE	Required	'N' - Logging will not occur for logical undeleting a document 'Y' - Logging will occur for logical undeleting a document
VIEW	Required	'N' - Logging will not occur when viewing a document 'Y' - Logging will occur when viewing a document
RETURN	Required	'N' - Logging will not occur when returning a document back to its previous owner 'Y' - Logging will occur when returning a document to its previous owner
ASGN	Required	'N' - Logging will not occur when assigning a document to another operator 'Y' - Logging will occur when assigning a document to another operator
COMMENTS	Required	'N' - Logging will not occur for just adding comments to a document. 'Y' - Logging will occur for just adding comments to a document.
PAGES: DELETE	Required	'N' - Logging will not occur when deleting pages from a document 'Y' - Logging will occur when deleting pages from a document
INSERT	Required	'N' - Logging will not occur when inserting pages in a document 'Y' - Logging will occur when inserting pages in a document
REORDER	Required	'N' - Logging will not occur when reordering pages in a document 'Y' - Logging will occur when reordering pages in a document
REPLACE	Required	'N' - Logging will not occur when replacing pages in a document 'Y' - Logging will occur when replacing pages in a document
MOVE	Required	'N' - Logging will not occur when moving pages to a new document 'Y' - Logging will occur when moving pages to a new document
UPDATES:	Required	'N' - Logging will not occur when updating the description of the document

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
DESC		'Y' - Logging will occur when updating the document's description
RCVDT	Required	'N' - Logging will not occur when updating the receive date of the document 'Y' - Logging will occur when updating the document's receive date
SECLASS	Required	'N' - Logging will not occur when updating the security class of the document 'Y' - Logging will occur when updating the document's security class
PRTY	Required	'N' - Logging will not occur when updating the priority of the document 'Y' - Logging will occur when updating the document's priority
EXPDT	Required	'N' - Logging will not occur when updating the expiration date of the document 'Y' - Logging will occur when updating the document's expiration date
FORM	Required	'N' - Logging will not occur when updating the form name of the document 'Y' - Logging will occur when updating the document's form name
TAB	Required	'N' - Logging will not occur when updating the tab name of the document 'Y' - Logging will occur when updating the document's tab name
HOST PRINT: DEFAULT JES PRINTER	Optional	The eight-character (8) name of the Host JES printer used to print the high volume print requests
REQUESTER: LABEL1	Required	The ten-character (10) label identifying the requestor.
LABEL2	Optional	A ten-character (10) label further identifying the requestor.
LABEL3	Optional	A ten-character (10) label further identifying the requestor.
LABEL4	Optional	A ten-character (10) label further identifying the requestor.
RECEIVER: LABEL1	Required	The ten-character (10) label identifying the receiver.
LABEL2	Optional	A ten-character (10) label further identifying the receiver.
LABEL3	Optional	A ten-character (10) label further identifying the receiver.
LABEL4	Optional	A ten-character (10) label further identifying the receiver.
SEC INDX 1 SEARCH	Optional	A two-digit (2) number identifying the minimum search length to be used when wildcard search is done for first secondary index and folder type is blank on the <i>AIS+ Folder List by Folder Type</i> function. It is recommended to enter a number greater than zero for efficient folder list inquiry processing.
SEC INDX 2 SEARCH	Optional	A two-digit (2) number identifying the minimum search length to be used when wildcard search is done for second secondary index and folder type is blank on the <i>AIS+ Folder List by Folder Type</i> function. It is recommended to enter a number greater than zero for efficient folder list inquiry processing.
SEC INDX 3	Optional	A two-digit (2) number identifying the minimum search length to be used

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
SEARCH		when wildcard search is done for third secondary index and folder type is blank on the <i>AIS+ Folder List by Folder Type</i> function. It is recommended to enter a number greater than zero for efficient folder list inquiry processing.

## Function Keys

**PF3** - Cancels any uncommitted changes and returns to the previous function that called the *AIS+ Application Profile (2) Administration* function.

**PF5** - Initially unlocks the screen so that changes can be made to the Application Profile. Upon completion of changes pressing the <PF5> will perform the appropriate update.

**PF12** - Cancels the current update and returns to INquiry mode

---

## Operator Copy

---

### Introduction

The *AIS+ Operator Copy* function provides you with the ability to use the profile of an existing operator to generate a profile for a new operator.

### Access

The *AIS+ Operator Copy* function can be accessed by any of the following three (3) methods:

- 1) Enter OC on the *AIS+ System Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA06 on a command line and press <ENTER>.
- 3) Enter SA06 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**SA06/OPERATORID**

Security access to this function is granted only when ADMINISTRATION: SECURITY: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Operator Copy* function allows one operator's profile to be copied and used as a base for another's profile.

The first screen to appear requires the operator identifier of the profile to be copied from and the new operator identifier that the profile will be copied to. Both operator identifiers will be validated before proceeding. The original operator must already exist and the new operator must not exist. Additionally, the assignments of the current operator will be copied to the new operator if a 'Y' is placed in the copy assignments field.

*Note: The default unit is not set for the new operator during this process. Proceed to use the AIS+ Operator Assignment function to enter a default unit for the new operator.*

After pressing <ENTER> and both operators are validated, a second screen will appear containing the original's profile values. The new operator will need a password, a name, and any changes to the profile before the profile can be added to the application.

### Screen Display (1)

	OPERATOR COPY	ZZ SA06
ORIGINAL:	OPERATOR ID: MASTER	
DESTINATION:	OPERATOR ID: OPER1	COPY ASSIGNMENTS: Y
PF 3=PREVSCR 12=CANCEL		

*OPERATOR COPY (SCREEN 1)*

### Field Definitions (1)

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
ORIGINAL OPERATOR	Required	An existing operator identifier whose profile will be used as a base profile for a new operator.
DESTINATION OPERATOR	Required	Enter the operator identifier who will receive the new profile.
COPY ASSIGNMENTS	Required	Enter a 'Y' if the assignments of the current operator will be copied to the destination operator. Enter an 'N' if the assignments should not be copied.

## Screen Display (2)

```

_____ OPERATOR COPY ADD ZZ SA06

OPERATOR ID: OPER1          PASSWORD: _____ STATUS..: A
FULL NAME..: OPER1_____ _ LASTNAME_____ FOLDER/DOCUMENT
SECURITY LEVEL...: 99
PROCESS FEATURES:          DEFAULT FLDR TYPE: ___
ADMINISTRATION:           DEFAULT JES PRNTR: _____
SECURITY: Y APPLICATION: Y WORKFLOW: Y QUEUE ASSIGN: Y QUEUE CHECK: N
OPERATOR ASSIGNMENT...: Y LIST QUEUE: Y WORK QUEUE..: Y SRT APLID..: A

DOCUMENTS:
COPY....: Y DEFINE..: Y DELETE..: Y FAX....: N LIST...: Y MOVE: Y
PRINT....: Y SCAN....: Y UPDATE...: Y WF VIEW: Y ROUTE..: Y DROP: Y

FOLDERS:
ADD.....: Y DEFINE..: Y DELETE...: Y LIST...: Y UPDATE: Y

NOTES:
ADD.....: Y DELETE..: Y LIST....: Y VIEW...: Y EDIT...: Y MOVE: Y

PF 3=PREVSCR 5=UPDATE 12=CANCEL
    
```

OPERATOR COPY (SCREEN 2)

## Field Definitions (2)

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
OPERATOR ID	Display	The validated operator identifier passed from the first screen.
PASSWORD	Optional	Enter up to an eight-character (8) password for the Operator ID entered.
STATUS	Required	Operator Employment Status indicator is required to be entered for each operator ID:  A – Active  I – Inactive
FULL NAME	Required	The Full Name of the Operator ID is divided into three parts:  First Name: You can enter up to ten (10) characters of first name, of the operator ID. The First Name is required.  Middle Initial: The Middle Initial, which is the second part of the Full Name is optional.  Last Name: You can enter up to twenty (20) characters of last name of the Operator ID. The Last Name is required.
SECURITY LEVEL	Required	The Security Level of the operator must be entered. Valid values are zero (0) through ninety-nine (99).
DEFAULT FLDR TYPE	Optional	The default folder type for the user when no folder type is entered on those screens that require an entry.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
DEFAULT HP PRINTER	Optional	The default host printer for the user, when requesting a host print function. The default host printer will be initially displayed on the host print screen and can be changed if so desired.
ADMIN. :SECURITY	Required	Y - The Operator will have access to the AIS+ Operator Security function. N - The Operator will not have access to security profiles.
:APPLICATION	Required	Y - The Operator will have access to the AIS+ Application Profile Administration. N - The Operator will not have access to change application profile components.
:WORKFLOW	Required	Y - The Operator will have access to the AIS+ Unit Code Profile, the AIS+ Unit/Route Code Profile, and the AIS+ RLOB/Tran Type Profile functions. N - The Operator will not have access to change any of the workflow administration profiles.
:QUEUE ASSIGN	Required	Y - Operator will be able to add new queue assignments and be able to update other operators' queue assignments. N - Operator will be able to update (active, inactive) status only for his/her own routing queues. Operator will not be able to add new queue assignments.
:QUEUE CHECK	Required	Y - The Operator will be able to route or send work for an existing route code and unit combination, if the Operator has been assigned to the queue. N - The Operator will be able to route or send work for an existing route code and unit combination whether or not the Operator has been assigned to the queue. A - The Operator will be able to route or send work for an existing route code and unit combination, if the Operator has been assigned to the queue. If the queue assignment is inactive, it will become activated.
:OPERATOR ASSIGNMENT	Required	Y - The operator will have access to the AIS+ Operator Assignment function. N - Operator will not have access to change operator assignments.
:LIST QUEUE	Required	N - The operator will not have access to list queues within the application. Q - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 3. R - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 2. S - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 4. T - The operator will have access to the AIS+ List Queue Information function. However each line will contain the value in the User Data, rather than the Folder ID. The list will use the following Sort Type 3. U - The operator will have access to AIS+ List Queue Information function. However each line will contain the value in the User Data, rather than the Folder ID. The list will use the following Sort Type 1. V - The operator will have access to AIS+ List Queue Information function. However each line will contain the value in the User Data, rather



FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
		<p>than the Folder ID. The list will use the following Sort Type 4.</p> <p>X - The operator will have access to AIS+ List Queue Information function. However each line will contain the value in the User Data, rather than the Folder ID. The list will use the following Sort Type 2.</p> <p>Y - The operator will have access to the AIS+ List Queue Information function. The list will use the following Sort Type 1.</p> <p>Sort Type 1 : Priority Descending/Folder ID descending</p> <p>Sort Type 2 : Receive Date Ascending/Priority Descending/Folder ID Ascending</p> <p>Sort Type 3: Priority Descending/Object Time Ascending</p> <p>Sort Type 4: Priority Descending/Receive Date Ascending/Object Time Ascending</p> <p><i>Note: Object Time is the internal timestamp generated by FAF to identify a stored object.</i></p>
:WORK QUEUE	Required	<p>I - The operator will have access to the AIS+ Work with Queued Items function where images will be displayed for items in the queue.</p> <p>X - The operator will have access to the AIS+ Work with Queued Items function and images will NOT be displayed for items in the queue.</p> <p>N - The operator will not have access to work with queued items within the application.</p>
:SORT APPLID	Required	<p>Flag to determine the order to sort the item list within the Work Queue Items function:</p> <p>A - Default to the Application Profile sort work items flag(SORT WORK ITEMS)</p> <p>P - Sort by Priority ascending, Date Received descending</p> <p>D - Sort by Object Description descending</p>
DOCUMENTS: COPY	Required	<p>Y - The operator will have access to the AIS+ Document Copy/Move function.</p> <p>N - The operator will not be able to copy a document from one folder ID to another folder ID(s).</p>
:DEFINE	Required	<p>Y - The operator will have access to the AIS+ Form Profile function.</p> <p>N - The operator will not be able to define new form profiles for the application.</p>
:DELETE	Required	<p>Y - The operator will have access to the AIS+ Document Delete/Undelete function.</p> <p>P - The operator will have access to delete/undelete all documents.</p> <p>B - The operator will have access to delete/undelete pending documents but not stored documents.</p> <p>N - The operator will not be able to delete a document from a folder.</p>
:FAX	Required	<p>Y - The operator will be able to fax a document from a folder.</p> <p>N - The operator will not be able to fax a document from a folder.</p>
:LIST	Required	<p>Y - The operator will have access to the AIS+ Document List function. The document list will be ordered by Receive Date descending, Object</p>

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
		<p>Time descending.</p> <p>F - The operator will have access to the AIS+ Document List function. The document list will be ordered by Form Name ascending, Receive Date descending, Object Time ascending.</p> <p>T - The operator will have access to the AIS+ Document List function. The document list will be ordered by Tab Description ascending, Receive Date descending, Object Time ascending.</p> <p>D - The operator will have access to the AIS+ Document List function. The document list will be ordered by Document Description ascending, Receive Date descending, Object Time ascending.</p> <p>O - The operator will have access to the AIS+ Document List function. The document list will be ordered by Receive Date descending, Object Time ascending.</p> <p>N - The operator will not be able to look at the list of documents in a folder.</p>
:MOVE	Required	<p>Y - The operator will have access to the AIS+ Document Copy/Move function.</p> <p>N - The operator will not be able to move a document from one folder to another.</p>
:PRINT	Required	<p>Y - The operator will be able to print a document.</p> <p>N - The operator will not be able to print a document.</p> <p>H - The operator can only print to Host IBM JES Printers.</p> <p>W - The operator can only print to LAN attached printers.</p>
:SCAN	Required	<p>Y - The operator will have access to the AIS+ Document Scan and Index function.</p> <p>F - The operator will have access to the AIS+ Document Scan and Index function and be able to change the receive date to a date in the future</p> <p>N - The operator will not be able to index and scan a document into a folder.</p>
:UPDATE	Required	<p>Y - The operator will have access to the AIS+ Document Modify function.</p> <p>F - The operator will have access to the AIS+ Document Modify function and be able to change the receive date to a date in the future</p> <p>N - The operator will not be able to modify the pages in a document.</p>
:WF VIEW	Required	<p>Y - The operator will be able to view a document.</p> <p>N - The operator will not be able to view a document.</p> <p>H - Document History will be displayed prior to AIS+ Work With Queued Item screen is displayed.</p> <p>B - Both History and Document will be displayed prior to the AIS+ Work With Queued Item screen being displayed.</p> <p>A - All documents in a Folder will be displayed.</p> <p>W - Only documents in the queue will be displayed when the AIS+ Work With Queued Item transaction is invoked.</p> <p>Q - Both the history and only the documents in the queue will be displayed</p>

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
		prior to the AIS+ Work With Queued Item screen being displayed.
:ROUTE	Required	Y - The operator will be able to route a document. N - The operator will not be able to route a document.
:DROP	Required	Y - The operator will be able to drop a document in routing. N - The operator will not be able to drop a document in routing.
FOLDERS: ADD	Required	Y - The operator will have access to the AIS+ Folder Addition function. In addition, folders can be added while performing either of the following two document functions: AIS+ Document Scan & Index and AIS+ Document Copy/Move, but only if the operator has access to either of these 2 functions.  I - The operator will be able to add new folders only during use of the AIS+ Document Scan & Index function.  T - The operator will be able to add new folders only during use of the AIS+ Document Copy/Move function.  D - The operator will be able to add new folders only during the use of either the AIS+ Document Scan & Index function or the AIS+ Document Copy/Move function.  N - The operator will not be able to add new folders to the application.
:DEFINE	Required	Y - The operator will have access to the AIS+ Folder Profile function. N - The operator will not be able to define new folder profiles for the application.
:DELETE	Required	Y - The operator will have access to the AIS+ Folder Delete function. N - The operator will not be able to delete folders from the application.
:LIST	Required	Y - The operator will be have access to the AIS+ Folder List by Folder Type, Folder List by Folder Id and Folder/Tab List functions. N - The operator will not have access to any of the folder list functions.
:UPDATE	Required	Y - Operator will have access to the AIS+ Folder Update function. N - The operator will not be able to update folders.
NOTES: ADD	Required	Y - The operator will have access to the AIS+ Note Add function. N - The operator will not be able to add notes to folders.
:DELETE	Required	Y - The operator will have access to the AIS+ Note Delete function. N - The operator will not be able to delete notes from a folder.
:LIST	Required	Y - The operator will have access to the AIS+ Note List function. N - The operator will not be able to list notes in a folder.
:VIEW	Required	Y - The operator will have access to the AIS+ Note View function. N - The operator will not be able to view notes within a folder.
:EDIT	Required	Y - The operator will have access to the AIS+ Note View function with a capability to edit/modify an existing note.  N - The operator will not be able to edit/modify an existing note from the AIS+ Note View function.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
:MOVE	Required	Y - The operator will have access to the AIS+ Note Move function. N - The operator will not be able to move notes to another folder.

## Function Keys

**PF3** - Cancels any uncommitted changes and returns you to the previous function that called the *AIS+ Operator Copy* function.

**PF5** - Pressing <PF5> will add the new operator profile to the application.

**PF12** - Cancels the current ADDition function and returns to the first screen of the function.

---

## Unit Code Profile Administration

---

### Introduction

The *AIS+ Unit Code Profile* screen allows you to view or add a unit code profile. Any additional profiles added to your system will become effective immediately.

### Access

The *AIS+ Unit Code Profile* function can be accessed by any of the following three (3) methods:

- 1) Enter UN in the option field on the *AIS+ Systems Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA10 on a command line and press <ENTER>.
- 3) Enter SA10 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**SA10/USERPARM1/USERPARM2/CATWORK**

Security access to this function is granted only when the Administration: Workflow: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Unit Code Profile Administration* function defines a unit code profile for a given application. Unit Code profiles can not be removed once created. Removal would require the use of an IBM DB2 utility (i.e.: SPUFI) to delete the unit code profile and all routing components associated with this profile.

The screen will initially appear in an INQUIRY mode. Pressing the <PF5> will place the screen in an ADD mode where a new unit code profile can be added by pressing <PF5> once again. The function can be canceled prior to the second pressing of <PF5> by pressing either <PF3> or <PF12>, or by pressing <CLEAR>. The screen will return to an INQUIRY mode after the second <PF5> depression.

The *AIS+ Unit Code Profile Administration* function builds the base routing structure associated with a given unit. An existing structure can not be altered. Values can be typed over to generate a new structure.

## Screen Display

UNIT CODE PROFILE	INQ ZZ SA10
USER PARAMETER 1: 0200	
USER PARAMETER 2: 000022222	
CATEGORY OF WORK: 03	
UNIT.: 0100	
PF 3=PREVSCR 5=ADD 12=CANCEL	

### UNIT CODE PROFILE

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
USER PARAMETER 1	Required	The four-character (4) User Parameter 1 field you define as part of your routing structure.
USER PARAMETER 2	Required	The nine-digit (9) User Parameter 2 field you define as part of your routing structure.
CATEGORY OF WORK	Required	The two-character (2) Category of Work you define as part of your routing structure.
UNIT	Required	The four-character (4) Unit Code you define as part of your routing structure.

## Function Keys

- PF3** - Cancels any uncommitted changes and returns to the previous function that called the *AIS+ Unit Code Profile* function.
- PF5** - Initially unlocks the screen so that a new unit code profile can be added. Upon completion of additions, pressing <PF5> will perform the appropriate addition.
- PF12** - Cancels the current process and returns to INQUIRY mode.

---

## Unit/Route Code Profile Administration

---

### Introduction

The *AIS+ Unit/Route Code Profile* screen allows you to view, update, or add a unit/route code profile. Any additional profiles added to your system will become effective immediately.

### Access

The *AIS+ Unit/Route Code Profile* function can be accessed by any of the following three (3) methods:

- 1) Enter RC in the option field on the *AIS+ Systems Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA11 on a command line and press <ENTER>.
- 3) Enter SA11 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**SA11/ROUTEUNIT/ROUTECODE**

Security access to this function is granted only when the Administration: Workflow: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Unit/Route Code Profile Administration* function defines a unit/route code profile for a given application. A unit/route code combination is also known as a routing queue. Unit/Route Code profiles can not be removed once created. Removal would require the use of an IBM DB2 utility (i.e.: SPUFI) to delete the unit/route code profile and all routing components associated with this profile.

The screen will initially appear in an INquiry mode. Pressing <PF5> will place the screen in ADD mode if the Unit/Route Code profile is not found or in UPDate mode for an existing Unit/Route Code Profile. The Unit/Route Code profile can be added or updated by pressing the <PF5> key a second time. You can cancel the Update, or Add function by pressing the <PF12> key before the <PF5> key is pressed the second time. The screen will return to INquiry mode after pressing <PF5> a second time.

The *AIS+ Unit/Route Code Profile Administration* function builds the base routing structure, or queue, associated with a given unit/route code combination. An existing structure can not be altered.

## Screen Display

```

UNIT/ROUTE CODE PROFILE                                INQ ZZ SA11
-----
ROUTE UNIT.: 0200
ROUTE CODE.: 000052
DESCRIPTION: CLAIM ADJUSTMENT PRE-APPROVAL STAGE 1

PF 3=PREVSCR 5=UPDATE 12=CANCEL
    
```

*UNIT/ROUTE CODE PROFILE*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
ROUTE UNIT	Required	The four-digit (4) routing unit portion of your defined routing queue.
ROUTE CODE	Required	The six-character (6) routing code portion of your defined routing queue.
DESCRIPTION	Required	The sixty-character (60) description of the queue defined by the combination of the routing unit and routing code.

## Function Keys

- PF3** - Cancels any uncommitted changes and returns to the previous function that called the *AIS+ Unit/Route Code Profile* function.
- PF5** - Initially unlocks the screen so that a new unit/route code profile can be added, or an existing profile modified. Upon the completion of additions or modifications, pressing <PF5> will perform the appropriate add or update function.
- PF12** - Cancels the current process and returns to INQuiry mode.



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## RLOB/Tran Type Profile Administration

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### Introduction

The *AIS+ RLOB/Tran Type Profile* screen allows you to view, update, or add a routing line of business/transaction type profile. Additional profiles added to your system will be effectively immediately.

### Access

The *AIS+ RLOB/Tran Type Profile* function can be accessed by any of the following three (3) methods:

- 1) Enter RT in the option field on the *AIS+ Systems Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA12 on a command line and press <ENTER>.
- 3) Enter SA12 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**SA12/RLOB/TRANTYPE/USERPARM1**

Security access to this function is granted only when the Administration: Workflow: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ RLOB/Tran Type Profile Administration* function defines an RLOB/Transaction Type profile for a given application. This combination is a business workflow path. RLOB/Tran Type profiles can not be removed. Removal would require the use of an IBM DB2 utility (i.e.: SPUFI) to delete the RLOB/Tran Type profile and all routing components associated with this profile.

The screen will initially appear in an INQUIRY mode. Pressing <PF5> will place the screen in ADD mode if the Rlob/Tran Type profile is not found or in UPDate mode for an existing Rlob/Tran Type profile. The Rlob/Tran Type profile can be added or updated by pressing the <PF5> key second time. You can cancel the Update or Add function by pressing the <PF12> key before the <PF5> key is pressed the second time. The screen will return to an INQUIRY mode after the pressing <PF5> key a second time.

The *AIS+ RLOB/Tran Type Profile Administration* function builds the base business path and document handling criteria. Documents within the path are assigned values based upon the priority assigned to them when entering the workflow. Documents are also aged based upon the level of priority assigned to them while in the workflow. An existing structure can not be altered. Values can be typed over to generate a new structure, or modify characteristics of documents based upon their priority levels.

The *AIS+ RLOB/Tran Type Profile Administration* function also provides the ability for defining the next RLOB and Tran Type combinations. If valid values are placed in the Next RLOB and Next Tran Type fields, the *AIS+ Work with Queued Items* function will use them to determine the next location when rerouting the document.

**NOTE** - Use of these fields alters some results of the *AIS+ Work with Queued Items* function. The <PF11> key used for dropping all documents is not valid when the Route to RLOB and Tran Type is different from the Current RLOB and Tran Type. In addition, when a document is placed on hold, it is also routed to the location determined by the Next RLOB and Tran Type. Please be aware of these differences when using the Next RLOB and Tran Type fields.

### Screen Display

```

_____          RLOB/TRAN TYPE PROFILE          INQ ZZ SA12
RLOB: RLOB1    TRANTYPE: TRAN1    USERPRM1: 0008    CATWORK: 01    RTCD: 0052

** PRIORITY **

    NORMAL: 000    LOW: 050    MEDIUM: 125    HIGH: 500

** AGE **

    NORMAL: 000    LOW: 050    MEDIUM: 125    HIGH: 500

ASSIGNED EMPLOYEE: MASTER1

        NEXT RLOB: RLOB2    NEXT TRAN TYPE: TRAN2

PF 3=PREVSCR 5=UPDATE 12=CANCEL
    
```

#### RLOB/TRAN TYPE PROFILE

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
ROUTING LINE OF BUSINESS	Required	The six-character (6) routing line of business used as part of the workflow process.
TRANSACTION TYPE	Required	The six-character (6) transaction type used as part of the workflow process.
USER PARAMETER 1	Required	The four-character (4) user parameter 1 value used as part of the workflow process. The default value is spaces.
CATEGORY OF WORK	Required	The two-character (2) category of work used as part of the workflow process.
ROUTING CODE	Required	The six-character (6) routing code used as part of the workflow process.
PRIORITY: NORMAL	Required	The normal priority value assigned to a document entering in to this workflow process with a normal priority indicator.
LOW	Required	The low priority value assigned to a document entering in to this workflow process with a low priority indicator.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
MEDIUM	Required	The medium priority value assigned to a document entering in to this workflow process with a medium priority indicator.
HIGH	Required	The high priority value assigned to a document entering in to this workflow process with a high priority indicator.
AGE: NORMAL	Required	A normal priority document will be incremented by this value for each day it has not been processed.
LOW	Required	A low priority document will be incremented by this value for each day it has not been processed.
MEDIUM	Required	A medium priority document will be incremented by this value for each day it has not been processed.
HIGH	Required	A high priority document will be incremented by this value for each day it has not been processed.
ASSIGNED EMPLOYEE	Optional	The default employee that will be assigned to documents entering this workflow process when indexing documents.
NEXT RLOB	Optional	The routing line of business used to determine the next queue where the document will be placed.
NEXT TRAN TYPE	Optional	The transaction type used to determine the next queue where the document will be placed.

## Function Keys

- PF3** - Cancels any uncommitted changes and returns to the previous function that called the *AIS+ RLOB/Tran Type Profile* function.
- PF5** - Initially unlocks the screen so that a new RLOB/Tran Type profile can be added, or an existing profile modified. Upon the completion of additions or modifications, pressing <PF5> will perform the appropriate function.
- PF12** - Cancels the current process and returns to INQuiry mode.

---

## Group Assignment

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### Introduction

The *AIS+ Group Assignment* function provides the ability to enact security measures at the form level. This allows administrators to prevent certain users from either viewing or working with highly sensitive documents. Additionally, it facilitates the copying of one operator's group assignment profile to another operator.

### Access

The *AIS+ Group Assignment* function can be accessed by any of the following three (3) methods:

- 1) Enter GA in the option field on the *AIS+ Systems Administration Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter SA14 on a command line and press <ENTER> .
- 3) Enter SA14 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format follows:

#### **SA14/OPERATORID**

Security access to this function is granted only when the ADMINISTRATION: SECURITY: flag is set to Y in the operator's security profile.

### General Information

Each form within AIS+ is assigned to a logical *group*. A *group* is simply a logical collection of one or more forms, upon which viewing may be restricted at the user level. The purpose of the *Group Assignment* function is to view or modify which groups of forms that a user may access.

Upon entry, the screen will display in INquiry mode. While in this mode, all current groups for this operator are displayed. The only options available while in INquiry mode include paging in each direction (if applicable) or changing the Operator ID. The user may also enter into different modes by pressing either <PF5> or <PF6>.

When the displayed group assignments are to be copied to another operator, press the <PF6> function key. The COPY TO field will appear and the screen mode will change to CPY (copy). Enter an existing operator id that has no current group assignments and then press <PF6> again. The new operator id will now be assigned the same groups. Note: copy CPY mode may only be accessed while in INquiry mode.

Pressing <PF5> will place the screen in UPDate mode. Once in this mode, option fields will appear to the left of each Group ID. The user has several options from this point. Paging is still available if applicable. Further, the user will be able to enter options and Group ID's within the following guidelines. The option field to the left of a Group ID applies to the Group ID on its right. The only valid options are either "A"dd or "D"elete.

If a group existed prior to entering UPDate mode, the user will not be able to modify it. The user may however place a "D" in the option field to delete it; thus restricting that operator from accessing all related forms. Additionally, the user may enter a group ID into a field that is empty. However, the user must also place an "A" in the corresponding option field so that the group is added; thus allowing access to all related forms.

Once the user has completed his/her changes, he/she can press <PF5> to apply the changes. If the user would like to exit without saving any changes, he/she may press <PF12> to return to INQUIRY mode. Finally, the user may press either <PF3> or Clear at any time to exit this screen, thus ignoring any changes that have not been committed.

Once in place, the group assignments will determine which documents the user can access. The *Work with Queued Items*, *List Queue* and *Document List* screens are affected. The *Document List* screen will only display line items for documents that the user can access. The *List Queue* screen will show line items for all applicable documents, however, the user will receive an error message if he/she tries to view a restricted document. Finally, the *Work with Queued Items* screen works a little differently. Its actions are contingent upon the setting of the Work Flow View flag on the operator's security profile. If the flag has a value of either "A" or "B" and any documents within that folder are restricted, the user must route the entire batch. If the flag has a value of either "W" or "Q" and any documents within that queue are restricted, the user must also route the entire batch. If the user has access to all the documents in the batch, the work process will continue as normal.

**Screen Display**

GROUP ASSIGNMENT		INQ ZZ SA14	
OPERATOR ID: MASTER		COPY TO: _____	
FULL NAME . . : MASTER		X OPERATOR	
GROUP ID	GROUP ID	GROUP ID	GROUP ID
GLOBAL	GROUP001	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PF 3=PREVSCR 5=UPDATE 6=COPY 7=BACKWARD 8=FORWARD 12=CANCEL

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
OPERATOR ID	Required	The eight-character (8) operator identifier who's group assignments are to be reviewed or copied.
COPY TO	Optional	The eight-character (8) operator identifier who will now have the same displayed group assignments from which to access.
FULL NAME	Display	The full name of the operator who's group assignments are being reviewed or copied.
A/D (Option)	Required	Action indicator for the group. A – Add the following group to the operators profile D – Delete the following group from the operator's profile
Group ID	Required	The eight-character (8) group ID that upon which the option will be applied. Each group ID relates to one or more forms that are defined to the system.

### Function Keys

- PF3** - Cancels any uncommitted changes and returns you to the previous function that called the *AIS+ Group Assignment* function.
- PF5** - Initially unlocks the screen and places it in an UPDate mode so that groups can be added or modified for the operator. Upon completion of changes and/or additions, pressing the PF5 key will perform the appropriate update.
- PF6** - Toggles to a CPY (copy) mode, where the COPY TO field appears and awaits the entry of an Operator ID. Pressing the PF6 again copies the groups of the original Operator ID to the target Operator ID.
- PF7** - Scrolls backward through the operator's groups.
- PF8** - Scrolls forward through the operator's groups.
- PF12** - Cancels the current update/copy mode and places the screen back to its original INquiry mode.

## **User Administration Functions:**

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- **AIS+ Operator Assignment**

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## Operator Assignment

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### Introduction

The *AIS+ Operator Assignment* function provides the ability to add new queues to or remove work queues from (route code/unit) for a given operator. This function facilitates copying one operator's assignment profile to another.

### Access

The *AIS+ Operator Assignment* function can be accessed by any of the following four (4) methods:

- 1) Enter OA on the *AIS+ Main Menu* and press <ENTER>.
- 2) Press PF8 in the *AIS+ Operator Profile* function.
- 3) On those screens that are capable of using commands for quick navigation, enter SA02 on a command line and press <ENTER>.
- 4) Enter SA02 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

#### **SA02/OPERATORID**

Security access to this function is granted only when ADMINISTRATION: OPERATOR ASSIGNMENT: flag is set to Y in the operator's security profile.

### General Information

The screen will initially display (in ascending sequence of route unit/code order) in the INQUIRY mode. Pressing <PF5> will place the screen in UPDATE mode and new queues can be added, and existing queues deleted or deactivated for the operator.

A default unit can be assigned to the operator to facilitate entry of the operator's queue assignments. This value will propagate those individual unit fields where a route code has been entered and a unit value has not.

A queue is a combination of the route code and a unit. Both must exist prior to them being assigned to an operator. The unit field can be omitted and will be filled with the default unit field above. The screen will hold forty-five (45) combinations at a time. You can use <PF7> and <PF8> to scroll backwards and forwards respectively.

A queue can be activated by entering an A beside the route code/unit. A queue can also be deactivated by placing an I beside the route code/unit. A queue can be removed from an operator's responsibility by placing a D beside the desired route code/unit. The queue itself still exists and can be assigned to other operators.

When the displayed assignments are to be copied to another operator, press the <PF6> function key. The COPY TO field will appear and the screen mode will change to CPY (copy). Enter an existing operator identifier that has no current assignments and press <PF6> again. The new operator identifier will now be assigned the same queues. During the CPY mode, queues can not be added or removed. The CPY function takes what is currently displayed on the screen and



copies it to the new operator. Adding or removing queues for the new operator should be performed specifically for that operator's ID. Providing such changes prior to the copy will cause the existing operator's assignments to be altered.

If your profile queue assignment flag is set to N, you can only activate/deactivate your queues. You can not delete or add queues to yourself, nor can you access other operators' assignments. If the flag is set to Y, then you can delete or add queues to yourself, and you can review other operators' assignments.

Refreshing the display sequence in order, after deleting and/or adding queue assignments, can only be accomplished by exiting the process (pressing <PF3>) and re-entering the function.

### Screen Display

```

_____ OPERATOR ASSIGNMENT _____ INQ ZZ SA02
OPERATOR ID: MASTER COPY TO: _____
FULL NAME . . : MASTER X OPERATOR DEFAULT UNIT: 1000

  I/A/D  RT CODE  UNIT  I/A/D  RT CODE  UNIT  I/A/D  RT CODE  UNIT
  A      AAAAAA  1000  A      BBBBBB  2000  I      CCCCCC  3000
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -
  -      -       -      -      -       -      -      -       -

PF 3=PREVSCR 5=UPDATE 6=COPY 7=BACKWARD 8=FORWARD 12=CANCEL
    
```

*OPERATOR ASSIGNMENT*

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
OPERATOR ID	Required	The eight-character (8) operator identifier who's assignments are to be reviewed or copied.
COPY TO	Optional	The eight-character (8) operator identifier who will now have the same displayed assignments from which to work.
DEFAULT UNIT	Required	The four-digit (4) unit number that will be the default for any queue in the list that has been assigned a route code but not a unit number.
FULL NAME	Display	The full name of the operator who's work assignments are being reviewed or copied.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
I/A	Required	Action indicator for the queue (combination route code and unit). A - Activate queue for operator access I - Deactivate queue from operator access D - Remove queue from operator access
RT CODE	Required	The front portion of the queue. The route code is a 6 character value. A queue is comprised of a route code and a unit.
UNIT	Optional	The back portion of the queue. The default unit will be used if nothing is entered in this field. A queue is comprised of a route code and a unit.

## Function Keys

- PF3** - Cancels any uncommitted changes and returns you to the previous function that called the *AIS+ Operator Assignment* function.
- PF5** - Initially unlocks the screen and places it in an UPDate mode so that assignments can be added or modified for the operator. Upon completion of changes and/or additions, pressing the PF5 key will perform the appropriate update.
- PF6** - Toggles to a CPY (copy) mode, where the COPY TO field appears and awaits the entry of an operator ID. Pressing the PF6 again copies the assignments of the original operator ID to the target operator ID.
- PF7** - Scrolls backward through the operator's assignments.
- PF8** - Scrolls forward through the operator's assignments.
- PF12** - Cancels the current update/copy mode and places the screen back to its original INQuiry mode.

## **Folder Functions**

---

- **AIS+ Folder Addition**
- **AIS+ Folder List by Folder ID**
- **AIS+ Folder List by Folder Type**
- **AIS+ Folder Tab List**
- **AIS+ Folder Deletion**
- **AIS+ Folder Update**
- **AIS+ Note List**
- **AIS+ Note Addition**
- **AIS+ Note View**
- **AIS+ Note Deletion**
- **AIS+ Note Move**

---

## Folder Addition

---

### Introduction

The *AIS+ Folder Addition* function will permit the generation of folders that will eventually contain documents.

### Access

The *AIS+ Folder Addition* function can be accessed by any of the following three (3) methods:

- 1) Enter FA in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter FD01 on the command line and press <ENTER>.
- 3) Enter FD01 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

**FD01/FOLDERTYPE/FOLDERKEY**

Security access to this function is granted only when the FOLDERS: ADD: flag is set to Y in the operator's security profile.

### General Information

Folders are identified by primary keys known as folder identifiers and have the ability to be accessed by up to three secondary indices. The primary key can be constructed using the folder type as the prefix to the folder id, or not use it as part of the folder ID. This is determined when the application's profile was established.

The folder type corresponds to a folder profile established through the *AIS+ Folder Profile* function. The profile carries the number of indices and lengths of each that are required for entry when the folder is created.

The bottom half of the screen will display all available folder types (contained in the AIS+ database folder profile table AISFLDR) associated with this application.

Adding a folder requires entry of the folder's primary identifier, its description, and any of the secondary indices that are required. The default description and secondary index information are controlled by the folder profile established through the *AIS+ Folder Profile* function for the entered folder type.

The *AIS+ Customer Data Exit* and the *AIS+ Validate Exit* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

### Screen Display

```

_____                                FOLDER ADDITION                                ZZ FD01

FOLDER ID..: FOLDER TYPE: F1 PRIME      : IVPF1TEST4
DESCRIPTION: FOLDER TYPE1 IVP

SEC LBL 1  : SECONDARY VALUE 1
SEC LBL 2  : SECONDARY VALUE 2
SEC LBL 3  : SECONDARY VALUE 3

----- FOLDER TYPES -----

F1 FOLDER TYPE 1   F2 FOLDER TYPE 2   F3 FOLDER TYPE 3   F4 FOLDER TYPE 4
F5 FOLDER TYPE 5

PF 3=PREVSCR 5=ADD
    
```

*FOLDER ADDITION*

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER TYPE	Required	The two-character (2) folder type that represents the folder profile that this folder's characteristics will acquire.
FOLDER ID	Required	The twenty-six-character (26) folder ID will be passed from a previous screen, this field can also be over typed to change to a different folder key. The new folder ID cannot already exist.
DESCRIPTION	Required	The description will initially appear with the folder profile's default description. You may alter the description to reflect the folder's actual description as needed.
Labels SEC INDX1 SEC INDX2 SEC INDX3	Display	If the folder profile, based on the folder type, has a requirement that secondary indices are required for a folder, an appropriate label will appear for each index required.
Values SEC INDX1 SEC INDX2 SEC INDX3	Optional	A secondary index value entry can be entered if a secondary index label appears.

## Function Keys

**PF3** - Cancels an uncommitted addition and returns to the previous function that called the *AIS+ Folder Addition* function.

**PF5** - Adds the folder to the application.

---

## Folder List by Folder ID

---

### Introduction

The *AIS+ Folder List by Folder ID* function allows you to list a specific folder or a series of folders, in an application, belonging to a specified folder ID search value.

### Access

The *AIS+ Folder List by Folder ID* function can be accessed by any of the following three (3) methods:

- 1) Enter FI in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter FD03 on the command line and press <ENTER>.
- 3) Enter FD03 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

**FD03/FOLDERTYPE/FOLDERID**

Security access to this function is granted only when the FOLDERS: LIST: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Folder List by Folder ID* provides the ability to obtain a list of folders by using only a portion of the primary index as the search criteria. The folder type profile carries the minimum number of positions required for the primary index to be entered. This wildcard methodology helps to limit the list of folders where the actual folder ID is not known. If more characters are entered for the primary index, the search for the folders will be more efficient. This is the only folder list function that can be used for folder types that do not utilize secondary indices.

For each folder listed, its primary index, all associated secondary indices, and the number of notes and documents will be displayed.

A series of options are available to be used on any folder presented within the list. The displayed options, and the options you are permitted to use, are based upon entries defined in your operator profile.

### Note List

Entering an N in the option field and pressing <ENTER> will transfer you to the *AIS+ Note List* function. This function will allow you to review a list of all notes associated with the folder.

### Note Addition

Entering A in the option field and pressing <ENTER> will transfer you to the *AIS+ Note Addition* function. This function will allow you to add a new note to the folder.

## Document List

Entering L in the option field and pressing <ENTER> will transfer you to the *AIS+ Document List* function. This function will allow you to view a list of documents associated with the folder.

## Folder Deletion

Entering D in the option field and pressing <ENTER> will transfer you to the *AIS+ Folder Deletion* function. This function will allow you to delete the folder and all of its contents from the application.

## Folder Tab List

Entering T in the option field and pressing <ENTER> will transfer you to the *AIS+ Folder List by Folder/Tab List* function. This function will allow you to view a list of tabs associated with the folder.

## Folder Update

Entering U in the option field and pressing <ENTER> will transfer you to the *AIS+ Folder Update* function. This function will allow you to update index information for the folder.

## Host Print

Entering O in the option field and pressing <ENTER> will transfer you to the *AIS+ Host Print* function. This function will allow you to send print volume requests to a Host IBM JES printer.



## Screen Display

FOLDER LIST BY FOLDER ID				ZZ FD03	
FOLDER ID: MA0*		FOLDER TYPE: MA			
SEC INDX1: DATE RECVD		SEC INDX2: STATUS		SEC INDX3: LASTNAME	
OPT N=NOTE LST, A=ADD NOTE, L=DOC LIST, D=DLT FLDR, T=TAB LIST, U=UPD FLDR, O=HOST PRT					
OPT	FOLDER ID	DESCRIPTION	NOTES	DOCUMENTS	
-	MA01236758	MORTGAGE APPLICANT	3	1	
	1: 1993-04-12	2: LOST	3: JOHNSTON		
-	MA01256217	MORTGAGE APPLICANT	2	11	
	1: 1993-04-12	2: FOUND	3: HOWARD		
-	MA01111675	MORTGAGE APPLICANT	0	5	
	1: 1993-06-18	2: LOST	3: SMITH		
-	MA02222434	MORTGAGE APPLICANT	4	6	
	1: 1993-05-11	2: FOUND	3: JAYSON		
PF 3=PREVSCR 7=BACKWARD 8=FORWARD					

FOLDER LIST BY FOLDER ID

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER ID	Required	The primary search key. The minimum number of positions to be entered is governed by the folder type profile. If the application uses a folder type prefix for folders, the primary index value must include the folder type prefix as part of the search key. If no prefix is used, only the folder ID needs to be entered.
FOLDER TYPE	Required	The two-character (2) folder type will be passed from a previous transaction, this field can be over typed to change the folder type. The Folder Type field is protected, when the application profile 'Folder Prefix' switch is set to 'Y'.
Labels SEC INDX1 SEC INDX2 SEC INDX3	Display	If the folder profile, based on the folder type, has a requirement for secondary indices, an appropriate label will appear for each index required.
OPT	Option	Any of the options that are displayed on the option line.
FOLDER ID	Display	Folder ID of a folder that matches the search criteria.
DESCRIPTION	Display	Folder's Description
NOTES	Display	Number of notes currently attached to folder.
DOCUMENTS	Display	Number of documents currently attached to folder.

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
SECONDARY INDEX VALUES	Display	Actual secondary index values associated with the folder.

## Function Keys

**PF3** - Returns to the previous function that called the *AIS+ Folder List by Folder ID* function.

**PF7** - Scrolls backward through the folder list.

**PF8** - Scrolls forward through the folder list.

---

## Folder List by Folder Type

---

### Introduction

The *AIS+ Folder List by Folder Type* function allows you to list specific folders, in an application, based on the folders' secondary indices. The list is further restricted through the use of a folder type.

### Access

The *AIS+ Folder List by Folder Type* function can be accessed by any of the following three (3) methods:

- 1) Enter FT in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter FD02 on the command line and press <ENTER>.
- 3) Enter FD02 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

**FD02/FOLDERTYPE**

Security access to this function is granted only when the FOLDERS: LIST: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Folder List by Folder Type* can be accessed when the desired folder type profile has been defined where at least one secondary index is required for the folder. When no folder type is entered, the list of folders can be accessed based on the secondary indexes.

Based upon the number of defined secondary indices, any combination of the available indices can be used to obtain a more concise list of folders. The profile also carries the minimum number of positions required for each index to be entered if used. This wildcard methodology helps to limit the list of folders where the actual folder ID is not known. If more positions are entered for an index, the search for the folders will be more efficient.

When the folder type is blank, the minimum number of positions required for each index is obtained from the *AIS+ Application Profile (2)* function.

When the folder type changes, the user is required to press <ENTER> so the secondary index profile information (if available) is displayed on the screen. This profile information includes how many indices exist, the associated label, and an entry template.

For each folder listed, its primary index, all associated secondary indices, and the number of notes and documents will be displayed.

A series of options are available to be used on any folder presented within the list. The displayed options, and the options you are permitted to use, are based upon entries defined in your operator profile.

## Note List

Entering N in the option field and pressing <ENTER> will transfer you to the *AIS+ Note List* function. This function will allow you to review a list of all notes associated with the folder.

## Note Addition

Entering A in the option field and pressing <ENTER> will transfer you to the *AIS+ Note Addition* function. This function will allow you to add a new note to the folder.

## Document List

Entering L in the option field and pressing <ENTER> will transfer you to the *AIS+ Document List* function. This function will allow you to view a list of documents associated with the folder.

## Folder Deletion

Entering D in the option field and pressing <ENTER> will transfer you to the *AIS+ Folder Deletion* function. This function will allow you to delete the folder and all of its contents from the application.

## Folder Tab List

Entering T in the option field and pressing <ENTER> will transfer you to the *AIS+ Folder Tab List* function. This function will allow you to view a list of tabs associated with the folder.

## Folder Update

Entering U in the option field and pressing <ENTER> will transfer you to the *AIS+ Folder Update* function. This function will allow you to update index information for the folder.

## Host Print

Entering O in the option field and pressing <ENTER> will transfer you to the *AIS+ Host Print* function. This function will allow you to send print volume requests to a Host IBM JES printer.

### Screen Display

```

_____ FOLDER LIST BY FOLDER TYPE ZZ FD02
FOLDER TYPE.: F1
INDX LBL1   : 1993-04
INDX LBL2   :
INDX LBL3   :
OPT  N=NOTE LST  A=ADD NOTE  L=DOC LIST  D=DLT FLDR  T=TAB LIST  U=UPD FLDR
      O=HOST PRT
OPT      FOLDER ID          TYPE DESCRIPTION          NOTES  DOCUMENTS
-   MA01236758              MA MORTGAGE APPLICANT          3       1
  1: 1993-04-12            2: LOST                        3: JOHNSTON
-   MA01256217              MA MORTGAGE APPLICANT          2       11
  1: 1993-04-12            2: FOUND                       3: HOWARD
-   MA11111675              MA MORTGAGE APPLICANT          0       5
  1: 1993-04-19            2: FOUND                       3: SMITH
-   MA22222434              MA MORTGAGE APPLICANT          4       6
  1: 1993-04-01            2: LOST                        3: SMITTY

PF 3=PREVSCR 7=BACKWARD 8=FORWARD
    
```

*FOLDER LIST BY FOLDER TYPE*

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER TYPE	Optional	The two-character (2) folder type will be passed from a previous transaction, this field can be over typed to change the folder type.
Labels SEC INDX1 SEC INDX2 SEC INDX3	Display	If the folder profile, based on the folder type, has a requirement that secondary indices are required for a folder, an appropriate label will appear for each index required.
Values SEC INDX1 SEC INDX2 SEC INDX3	Required	A secondary index value can be entered for any displayed index to help obtain a list of folders.
OPT	Optional	Any of the options that are displayed on the option line.
FOLDER ID	Display	Folder ID of a folder that matches the search criteria.
TYPE	Display	Folder Type to which the folder ID belongs
DESCRIPTION	Display	Folder's Description
NOTES	Display	Number of notes currently attached to folder.

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
DOCUMENTS	Display	Number of documents currently attached to folder.
SECONDARY INDEX VALUES	Display	Actual secondary index values associated with the folder.

## Function Keys

**PF3** - Returns to the previous function that called the *AIS+ Folder List by Folder Type* function.

**PF7** - Scrolls backward through the folder list.

**PF8** - Scrolls forward through the folder list.

---

## Folder Tab List

---

### Introduction

The *AIS+ Folder List by Folder/Tab List* function allows you to review the internal structure of a specific folder.

### Access

The *AIS+ Folder List by Folder/Tab List* function can be accessed by any of the following four (4) methods:

- 1) Enter TL in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) Enter a T in the option field next to the folder ID to be reviewed on either the *AIS+ Folder List by Folder ID* or the *AIS+ Folder List by Folder Type*, and press <ENTER>.
- 3) On those screens that are capable of using commands for quick navigation, enter FD04 on the command line and press <ENTER> .
- 4) Enter FD04 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

#### **FD04/FOLDERID**

Security access to this function is granted only when the FOLDERS: LIST: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Folder List by Folder/Tab List* provides the ability to review the content structure of a particular folder. The content structure includes the number of notes and the number of documents currently residing in the folder. The folder's secondary indices, if any, are displayed. The display also shows the number of documents currently residing within the individual tabs. If a value of R was entered for Folder Tab List Format on the *AIS+ Application Profile (1) Administration* screen the display also shows the number of documents currently residing within the individual tabs. Or, if a value of T was entered for Folder Tab List Format on the *AIS+ Application Profile (1) Administration* screen, the display shows the number of documents for each unique Received Date within the individual tabs. A tab with no associated document/s will not be displayed on the Folder Tab List.

A series of options are available for the displayed folder. The displayed options, and the options you are permitted to use, are based upon entries in your operator profile.

### Note List

Entering N in any of the option fields and pressing <ENTER> will transfer you to the *AIS+ Note List* function. This function will allow you to review a list of all notes associated with the folder.

## Note Addition

Entering A in any of the option fields and pressing <ENTER> will transfer you to the *AIS+ Note Addition* function. This function will allow you to add a new note to the folder.

## Document List

Entering L in the option field next to a specified tab and pressing <ENTER> will transfer you to the *AIS+ Document List* function. This function will allow you to view a list of documents associated with that specific tab.

## Host Print

Entering O in the option field and pressing <ENTER> will transfer you to the *AIS+ Host Print* function. This function will allow you to send print volume requests to a Host IBM JES printer.

## View

Entering V in the option field and pressing <ENTER> will display the document/s on the workstation ID you entered as sign-on and leave you on the list screen.



### Screen Display

(with Folder Tab List Format set to 'R')

```

_____                                FOLDER/TAB LIST                                ZZ FD04

FOLDER ID...: F1IVPF1TEST4                                FOLDER TYPE: F1
NO. OF NOTES:          3          NO. OF DOCS:          15
SEC. INDX1:
SEC. INDX2:
SEC. INDX3:
OPT  A=ADD NOTE      N=NOTE LIST  L=DOC LIST      O=HOST PRT  V=VIEW
----- TAB -----                                ----- TAB -----
OPT CD  DESCRIPTION      RCV DATE  #DOC      OPT CD  DESCRIPTION      RCV DATE  #DOC
_  T1  TAB01              1993-05-02   2      _  T2  TAB01              1995-03-02   2
_  T3  TAB01              2000-01-03   3

PF 3=PREVSCR 7=BACKWARD 8=FORWARD
    
```

*FOLDER/TAB LIST*

### Screen Display

(with Folder Tab List Format set to 'T')

```

_____                                FOLDER/TAB LIST                                ZZ FD04

FOLDER ID...: F1IVPF1TEST4                                FOLDER TYPE: F1
NO. OF NOTES:          3          NO. OF DOCS:          15
SEC. INDX1:
SEC. INDX2:
SEC. INDX3:
OPT  A=ADD NOTE      N=NOTE LIST  L=DOC LIST      O=HOST PRT  V=VIEW
----- TAB -----                                ----- TAB -----
OPT CD  DESCRIPTION      DOCUMENTS      OPT CD  DESCRIPTION      DOCUMENTS
_  T1  TAB01              7              _  T2  TAB02              5
_  T3  TAB03              3

PF 3=PREVSCR 7=BACKWARD 8=FORWARD
    
```

*FOLDER/TAB LIST*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER ID	Required	The actual folder ID to be reviewed. Wild card search is not available on this screen.
FOLDER TYPE	Required	The two-character (2) folder type to which the folder ID belongs. It is required when the Application Profile 'Folder Prefix' switch is set to 'N'.
NO. OF NOTES	Display	The number of notes currently associated with the folder.
NO. OF DOCS	Display	The total number of documents associated with the folder.
Labels SEC INDX1 SEC INDX2 SEC INDX3	Display	If the folder profile, based on the folder type, has a requirement that secondary indices are required for a folder, an appropriate label will appear for each index required.
SECONDARY INDEX VALUES	Display	Actual secondary index values associated with the folder.
OPT	Optional	Any of the options that are displayed on the option line.
TAB CD	Display	The two character tab code.
DESCRIPTION	Display	The tab description.
DOCUMENTS	Display	The number of documents associated with the tab.

## Function Keys

**PF3** - Returns to the previous function that called the *AIS+ Folder List by Folder/Tab List* function.

**PF7** - Scrolls backward through the tab list.

**PF8** - Scrolls forward through the tab list.

---

## Folder Deletion

---

### Introduction

Folders can be physically deleted from the application through the use of the *AIS+ Folder Delete* function. For auditing purposes, a log entry is made in the AIS+ database delete log table (AISDLOG) for each folder removed from the system. To aid with the audit process, specific delete codes and reasons are used. The list of delete reasons is maintained in an AIS+ DB2 delete reason table (AISDRSN) using a DB2 utility (e.g. SPUFI).

Caution: Folder deletion will also delete all components (notes, secondary indices, objects, events, versions, etc) associated with it. Once these items are deleted, they can not be recovered through the AIS+ application. Note however, that if an object residing in the folder to be deleted also exists in other folders, only the object reference in that folder will be deleted. In this instance, the object will not be physically deleted, nor will the secondary indices, versions or events.

Note: There are three cases where you will NOT be able to delete a Folder.

- 1) Folders that have objects in Work Queue.
- 2) Folders that have objects that are in a Scan Pending status (i.e. an object has been indexed but not yet scanned).
- 3) Folders that have objects that are in a Modify Pending status (i.e. an object is pending modification).

### Access

The AIS+ Folder Deletion function can be accessed by any of the following three (3) methods:

- 4) Enter a D in the option field corresponding to the folder to be deleted from either the *AIS+ Folder List by Folder Type* or *AIS+ Folder List by Folder ID* functions and press <ENTER>.
- 5) On those screens that are capable of using commands for quick navigation, enter FD05 on the command line and press <ENTER>.
- 6) Enter FD05 on a blank IBM CICS screen and press <ENTER>.

The complete fast path format looks like:

#### **FD05/FOLDERID**

Security access is granted to this function only when FOLDERS: DELETE: flag is set to Y on the operator's security profile.

### General Information

A specific folder identifier must be supplied to identify the folder and its contents that will be removed from the system.

Among the reason codes listed on the bottom half of the screen, one must be entered that will categorize the type of delete being performed. The reason codes are maintained in the AIS+

database table AISDRSN by a DB2 utility (e.g. SPUFI). In addition to the reason code, a comment must be entered further detailing why the folder is being removed.

The *AIS+ Customer Data Exit* is available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

### Screen Display

```

_____                                FOLDER DELETION                                ZZ  FD05

FOLDER ID: F1IVPF1TEST4

DELETE REASON CODE: 01

DELETE MESSAGE....: TESTING

01  REASON CODE 1      02  REASON CODE 2      03  REASON CODE 3
04  REASON CODE 4      05  REASON CODE 5      06  REASON CODE 6
07  REASON CODE 7      08  REASON CODE 8      09  REASON CODE 9
10  REASON CODE 10     11  REASON CODE 11     12  REASON CODE 12
13  REASON CODE 13     14  REASON CODE 14     15  REASON CODE 15
16  REASON CODE 16     17  REASON CODE 17     18  REASON CODE 18

PF 3=PREVSCR 5=DELETE
    
```

*FOLDER DELETION*

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FOLDER ID	Required/ Display	The twenty-six-character (26) folder ID must be entered to retrieve the desired folder. The field will already be filled if coming from any of the folder list functions.
DELETE REASON CODE	Required	Select any one of the reason codes displayed on the screen.
DELETE REASON MESSAGE	Required	Enter any additional information to explain why the folder and its contents were deleted.

### Function Keys

**PF3** - Cancels an uncommitted delete and returns to the function that called for the *AIS+ Folder Delete* function.

**PF5** - Processes the delete request.

## Folder Update

---

### Introduction

The *AIS+ Folder Update* function allows you to update the basic index information of a folder along with its description.

### Access

The *AIS+ Folder Update* function can be accessed by any of the following three (3) methods:

- 1) Enter U in the option field corresponding to the folder to be updated from either the *AIS+ Folder List by Folder Type* or the *AIS+ Folder List by Folder ID* functions.
- 2) On those screens that are capable of using commands for quick navigation, enter FD06 on the command line and press <ENTER>.
- 3) Enter FD06 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path format looks like:

**FD06/FOLDERID**

Security access to this function is granted only when the FOLDERS: UPDATE: flag is set to Y in the operator's security profile.

### General Information

Folders are identified by primary keys known as folder identifiers and have the ability to be accessed by up to three secondary indices. The folder type corresponds to a folder profile established through the *AIS+ Folder Profile* function. The profile carries the number of indices and lengths of each index that is required for entry when the folder is created.

The top half of the screen will display the current index (folder identifier and appropriate secondary indices) information along with the current folder's description. This information can not be changed.

The bottom half of the screen will reiterate the top half's information. Here you can change any of the elements as needed. When the application profile's 'Folder Prefix' switch is set to 'Y', then the first two characters in the Folder ID are the Folder Type. The Folder Type cannot be changed.

If a secondary index is being used, then it must always have a value. You can not delete or add secondary indices from this function. You can only change what is presented.

If a new index is required, then it must first be established through the use of the *AIS+ Folder Profile* function. Then you can access the *AIS+ Folder Update* function to add the new index value.

The *AIS+ Customer Data Exit* and the *AIS+ Validate Exit* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

## Screen Display

	FOLDER UPDATE	ZZ FD06
<p>ORIGINAL:</p> <p>FOLDER ID : F1IVPF1TEST4</p> <p>FOLDER TYPE: F1</p> <p>DESCRIPTION: IVP FOLDER TYPE1</p> <p>SEC LBL 1 : VALUE 1</p> <p>SEC LBL 2 : VALUE 2</p> <p>SEC LBL 3 : VALUE 3</p> <p>NEW:</p> <p>FOLDER ID : F1IVPF1TEST4</p> <p>FOLDER TYPE: F1 (SECONDARY INDEX VALUES MAY BECOME INVALID)</p> <p>DESCRIPTION: IVP FOLDER TYPE1</p> <p>SEC LBL 1 : VALUE 1</p> <p>SEC LBL 2 : VALUE 2</p> <p>SEC LBL 3 : VALUE 3</p>		
PF 3=PREVSCR 5=UPDATE		

*FOLDER UPDATE*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
ORIGINAL: FOLDER ID	Required	The original folder ID of the folder to be updated.
DESCRIPTION	Display	The folder's current description.
SEC INDX1 SEC INDX2 SEC INDX3	Display	The current secondary index labels and values for this folder will appear, if the folder type requires any.
NEW: FOLDER ID	Required	The folder ID can be changed. The folder type it belongs to cannot be changed.
DESCRIPTION	Required	The folder's description can be changed.
SEC INDX1 SEC INDX2 SEC INDX3	Required	Any of the secondary index values presented can be changed. Once an index is presented, there must always be a value associated with the folder (it can not be deleted).

## Function Keys

**PF3** - Cancels any uncommitted changes and returns to the previous function that called the *AIS+ Folder Update* function.

**PF5** - Updates the new folder index information.

---

## Note List

---

### Introduction

The *AIS+ Note List* function allows you to view, add, delete, edit, and move notes within a folder.

### Access

The *AIS+ Note List* function can be accessed by any of the following four (4) methods:

- 1) Enter NL in the select option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) Enter N on the option line next to the folder ID in any of the folder list functions.
- 3) On those screens that are capable of using commands for quick navigation, enter NT01 on a command line and press <ENTER>.
- 4) Enter NT01 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**NT01/FOLDERID/STARTDATE/ENDDATE**

both dates are in the format MMDDYYYY

Security access to this function is granted only when NOTES: LIST: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Note List* function allows you to view, delete, edit, and move notes from a range of displayed notes. Notes can be added at any time. Upon initial entry, the date and time range will be based upon system generated dates and times. You can elect to alter any of the dates/times to reduce the number of notes presented in the list.

The note list screen can handle multiple options at the same time. You can enter combinations of any option listed on the screen and the associated functions will occur in that order. This allows you to perform multiple steps without having to return to the Note List screen each time.

The *AIS+ Customer Data Exit* is available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).



### Screen Display

NOTE LIST		ZZ NT01		
FOLDER ID: F1IVPF1TEST3		START DATE: 01 01 1980		
		TIME: 00:00		
		END DATE..: 05 14 1997		
		TIME: 24:00		
OPT A=ADD, V=VIEW/EDIT, D=DELETE, M=MOVE				
OPT	DATE	TIME	USERID	DESCRIPTION
_	06/16/1993	18.55	MASTER	SHORT DESC TEST
_	06/16/1993	18.47	MASTER	SHORT DESC TEST
_	06/16/1993	18.39	MASTER	TEST NOTE FOR ADD
_	06/16/1993	18.31	MASTER	TEST NOTE FOR VIEW
_	06/16/1993	18.31	MASTER	SHORT DESC
_	06/16/1993	18.20	MASTER	TEST NOTE LINES
_	06/16/1993	18.01	MASTER	TEST NOTE DELETE
_	06/16/1993	18.34	MASTER	TEST LAST NOTE
PF 3=PREVSCR 7=BACKWARD 8=FORWARD				

*NOTE LIST*

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FOLDER ID	Required	The twenty-six-character (26) folder identifier of the folder to be reviewed.
START DATE	Required	The starting date range of notes to be listed. The system will default start date to 01 01 1980.
END DATE	Required	The ending date range of notes to be listed. The system will default to the current date if one is not entered.
START TIME	Required	The starting time within the starting date. Upon initial entry, the time is defaulted to 00:00. The time must be entered in HH:MM format.
END TIME	Required	The ending time on the ending date. Upon initial entry, the time is defaulted to 23:59. The time must be entered in HH:MM format.
OPTION	Required	The action to be performed on the note: A - Add a new note to the folder (AIS+ Note Add). D - Delete the note from the folder (AIS+ Note Delete). V - View the note in the folder (AIS+ Note View) –OR- View the note with an option to Edit the note (The Operator Profile will be used to determine if the operator has the security privileges to Edit the note). M – Move the note from the current folder to another existing folder (AIS+ Note Move)
NOTE CREATE	Display	The date the note was added through the AIS+ Note Add function.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
DATE		
NOTE CREATE TIME	Display	The time the note was added through the AIS+ Note Add function.
NOTE CREATE USER	Display	The operator identifier that added the note through the AIS+ Note Add function.
NOTE DESCRIPTION	Display	The short description of the note that was added through the AIS+ Note Add function.

## Function Keys

- PF3** - Returns to the previous screen that called the *AIS+ Note List* function.
- PF7** - Scrolls backward through the note list.
- PF8** - Scrolls forward through the note list.

## Note Add

---

### Introduction

The *AIS+ Note Add* function allows you to add a note to a folder.

### Access

The *AIS+ Note Add* function can be accessed by any of the following four (4) methods:

- 1) Enter A in the option field next to the folder ID to add a note on any of the folder list functions and press <ENTER>.
- 2) Enter A in the option field on any line of the *AIS+ Note List* screen and press <ENTER>.
- 3) On those screens that are capable of using commands for quick navigation, enter NT03 on the command line and press <ENTER>.
- 4) Enter NT03 on a blank IBM CICS screen and press <ENTER>.

The complete fast path command format looks like:

**NT03/FOLDERID**

Security access to this function is granted only when NOTES: ADD: flag is set to Y in the operator's security profile.

### General Information

The folder that will have a note added to its contents must have its folder identifier entered.

The short description aids in categorizing the type of note being added. It will display in the *AIS+ Note List* function as an aid in reviewing the types of notes contained in the folder.

The note text is 'free form'. This allows you to enter information using any format you desire.

The *AIS+ Customer Data Exit* is available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).



## Note View

---

### Introduction

The *AIS+ Note View* function allows you to view and edit a note belonging to a particular folder.

### Access

The *AIS+ Note View* function can only be accessed by entering V in the option field next to the note to be reviewed in the *AIS+ Note List* function and pressing <ENTER>.

Security access to this function is granted only when NOTES: VIEW: flag is set to Y in the operator's security profile. The operator is granted access to modify the note only when NOTES: EDIT: flag is set to Y in the operator's security profile.

### General Information

The note being viewed will contain the folder identifier being reviewed, the date and time when the note was created, the operator identifier who created the note, the note's short description and its actual text.

If the operator has security access to edit the note, the screen will initially appear in an inquiry mode where none of the data elements can be changed. Pressing <PF5> will place the screen in update mode where the Short Description and Note Text can be altered. The Note will be updated by pressing <PF5> a second time. You can cancel the update mode by pressing <PF12> or <PF3>, before pressing <PF5> a second time.

You can use <PF7> and <PF8> to scroll to notes before or after the one you are viewing. The notes are presented in date/time descending order when scrolling (<PF7> to see more recent notes, <PF8> to see older notes).

When selecting more than one note from the Note List to view, the <PF7> and the <PF8> keys will be disabled. Use the <PF3> key to view the next note selected.

### Screen Display

NOTE VIEWING	ZZ NT02
FOLDER ID: F1IVPF1TEST3	
DATE/TIME CREATED: 06/18/1993 11:16      USERID: MASTER	
SHORT DESCRIPTION: TEST DESCRIPTION	
NOTE TEXT: TEST NOTE TEXT	
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
PF 3=PREVSCR    7=PREV NOTE    8=NEXT NOTE	

*NOTE VIEW (Operator Security Profile has Note: View: set to 'Y', and Note: Edit: set to 'N')*

NOTE VIEWING	ZZ NT02
FOLDER ID: F1IVPF1TEST3	
DATE/TIME CREATED: 06/18/1993 11:16      USERID: MASTER	
SHORT DESCRIPTION: TEST DESCRIPTION	
NOTE TEXT: TEST NOTE TEXT	
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
PF 3=PREVSCR    5=MODIFY    7=PREV NOTE    8=NEXT NOTE	

*NOTE VIEW (Operator Security Profile has Note: View: and Note: Edit: both set to 'Y')*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FOLDER ID	Display	The folder ID selected to view from AIS+ Note List.
NOTE CREATE DATE	Display	The date the note was added from AIS+ Note Add.
NOTE CREATE TIME	Display	The time the note was added from AIS+ Note Add.
NOTE CREATE USER	Display	The operator identifier of the individual who added the note from AIS+ Note Add.
SHORT DESCRIPTION	Display	The short description of the note entered from AIS+ Note Add.
NOTE TEXT	Display	The actual note text entered from AIS+ Note Add.

## Function Keys

**PF3** - Returns to the *AIS+ Note List* function.

**PF7** - Scrolls backward through notes presented on the note list screen.

**PF8** - Scrolls forward through notes presented on the note list screen.

## Note Delete

---

### Introduction

The *AIS+ Note Delete* function allows you to delete a note from a folder.

### Access

The *AIS+ Note Delete* function can only be accessed by entering a D in the option field next to the note to be deleted on the *AIS+ Note List* screen and pressing <ENTER>.

Security access to this function is granted only when NOTES: DELETE: flag is set to Y in the operator's security profile.

### General Information

The note being viewed for deletion will contain the folder identifier being reviewed, the date and time when the note was created, the operator identifier who created the note, the note's short description and its actual text. Press the <PF5> function key to confirm deletion of the note.

### Screen Display

```
NOTE DELETION                                ZZ NT04

FOLDER ID: F1IVPF1TEST3
DATE/TIME CREATED: 06/18/1993   14:44           USERID: MASTER

SHORT DESCRIPTION: THIS IS A TEST NOTE USED TO TEST NOTE DELETE
NOTE TEXT: THIS IS A TEST NOTE USED TO TEST THE NOTE DELETE SCREEN. THE NOTE
DELETED SCREEN WILL DISPLAY THE SHORT DESCRIPTION ALONG WITH THE
NOTE TEXT ENTERED ON THE NOTE ADD SCREEN.

      TO DELETE A NOTE THE OPERATOR FROM THE NOTE LIST SCREEN NEEDS TO
      TYPE 'D' NEXT TO THE NOTE TARGETED FOR DELETION.

      THEN PRESS PF5 TO DELETE THE NOTE IN THE NOTE DELETE SCREEN

      THAT'S ALL THERE IS TO IT...

PF 3=PREVSCR 5=DELETE
```

*NOTE DELETE*



## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FOLDER ID	Display	The folder ID selected to view from AIS+ Note List.
NOTE CREATE DATE	Display	The date the note was added from AIS+ Note Add.
NOTE CREATE TIME	Display	The time the note was added from AIS+ Note Add.
NOTE CREATE USER	Display	The operator identifier of the individual who added the note from AIS+ Note Add.
SHORT DESCRIPTION	Display	The short description of the note entered from AIS+ Note Add.
NOTE TEXT	Display	The actual note text entered from AIS+ Note Add.

## Function Keys

**PF3** - Cancels the delete request and returns to the *AIS+ Note List* function.

**PF5** - Process the delete request.

## Note Move

---

### Introduction

The *AIS+ Note Move* function allows you to move a note from a folder to another existing folder.

### Access

The *AIS+ Note Move* function can only be accessed by entering M in the option field next to the note to be moved on the *AIS+ Note List* screen and pressing <ENTER>.

Security access to this function is granted only when NOTES: MOVE: flag is set to Y in the operator's security profile.

### General Information

The move function copies the note from the original folder to the destination folder. The notes' create date and time will change, reflecting the time the note was moved. And then physically deletes the note from the original folder. A note can only be moved to one destination folder. The destination folder must exist prior to the move. Pressing the <PF5> function key will confirm moving of the note.

If the folder type is not a prefix to the folder ID, then the folder type field is displayed allowing the note to be moved from one folder type to another folder type. (Note: Screen Display (1a) reflects the Note Move screen with the *AIS+ Application Profile (1) Administration* screen's Folder Type Prefix set to 'Y'. Screen Display (1b) reflects the Note Move screen with the *AIS+ Application Profile (1) Administration* screen's Folder Type Prefix set to 'N').

### Screen Display (1a)

NOTE MOVE	MVE ZZ NT05
ORIGINAL:	FOLDER ID: *****
DESTINATION:	FOLDER ID: _____
PF 3=PREVSCR 5=UPDATE	

*NOTE MOVE (Folder Type Prefix = 'Y')*

### Screen Display (1b)

NOTE MOVE	MVE ZZ NT05
ORIGINAL:	FOLDER TYPE: ** FOLDER ID: *****
DESTINATION:	FOLDER TYPE: __ FOLDER ID: _____
PF 3=PREVSCR 5=UPDATE	

*NOTE MOVE (Folder Type Prefix = 'N')*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
ORIGINAL FOLDER TYPE	Display	The type of folder in which the note currently resides. (This value only applicable when Folder Prefix = 'N' in the Application Profile.)
ORIGINAL FOLDER ID	Display	The folder ID in which the note currently resides.
DESTINATION FOLDER TYPE	Required	The type of folder into which the note will be moved. (This value only applicable when Folder Prefix = 'N' in the Application Profile)
DESTINATION FOLDER ID	Required	The folder ID to which the note will be moved. The move function has only one destination Folder ID.

## Function Keys

**PF3** - Cancels the move request and/or returns to the *AIS+ Note List* function.

**PF5** - Process the move request.

## **Document Functions**

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- **AIS+ Document Scan and Index**
- **AIS+ Document List**
- **AIS+ Document Copy/Move**
- **AIS+ Document Delete/Undelete**
- **AIS+ Document History**
- **AIS+ Document Modify**
- **AIS+ Scan Pending Display**
- **AIS+ Work with Queued Items**
- **AIS+ List Queue**
- **AIS+ Hold Information**
- **AIS+ Event History by Operator ID**
- **AIS+ Host Print**

---

## Document Index and Scan

---

### Introduction

The *AIS+ Document Index and Scan* function provides the ability to index a document to the application in preparation for the physical scanning operation.

### Access

The *AIS+ Document Index and Scan* function can be accessed by any of the following three (3) methods:

- 1) Enter IS in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter DC06 on the command line and press <ENTER>.
- 3) Enter DC06 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

**DC06/FOLDERTYPE/FOLDERKEY/FORMNAME/TABDESCRIPTION**

Security access to this function is granted only when the DOCUMENTS: SCAN: flag is set to Y in the operator's security profile.

### General Information

Before a document can be scanned into the system, it must first be indexed. The index is nothing more than an authorization number (more commonly known as the temporary ID) assigned to the document. The type of temporary ID presented was established when the application was built (refer to the *AIS+ Application Profile Administration*). The temporary ID is requested for a document during the scanning process before it can be stored in the AIS+ system.

The first step is to identify the folder to which the document will belong. This requires you to enter the folder ID and the folder type. In addition, you must enter the form name that will describe the type of document. Upon pressing <ENTER>, the default information contained in both the folder type profile and the form profile for the respective entries will be displayed.

The profile displayed defaults include the Document Description, the Tab Description, the Folder Description, Secondary Index information, and routing information. Any of these elements can be modified as needed.

If the entered folder ID does not exist and Add Folder indicator is set to N, the folder must first be built using the *AIS+ Folder Addition* function. If the indicator is set to Y or I or D you have authority to dynamically build the folder.

A document does not always require routing. However, if the Route flag is set to Y, you will be required to verify and enter any of the routing components to properly place the document in its proper queue. Check with your Systems Administrator if you have any questions regarding the specifics of your site's routing structures.

The form profile can be set up so that the default routing is displayed when the folder key is changed.

You may also enter comments (this could represent specific instructions or just provide further clarification) at the bottom of the screen. If additional space is required for comments, pressing <PF2> will provide four additional lines for comment entry.

Pressing <PF5> will validate the entered information and return a temporary ID if all of the information is acceptable. This would also include the adding of a new folder if authorized and if needed.

The information will stay displayed on the screen to minimize “key strokes” for the next document to be indexed. If the document's characteristic's (i.e.: form name and/or folder type) are different, then this new information must be entered to obtain the appropriate defaults.

The *AIS+ Customer Data Exit*, the *AIS+ Validate Exit*, the *AIS+ Routing Data Exit*, the *AIS+ Storage Management Exit*, the *AIS+ Event Format Exit*, and the *AIS+ Temporary ID Format function* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

### Screen Display

```

_____ DOCUMENT INDEX AND SCAN ZZ DC06
FOLDER ID.....: FOLDER TYPE:  F1 PRIME      IVPF1TEST4
FORM NAME.....: FORM1
DOCUMENT DESCRIPTION: IVP FORM NAME1

DATE RECEIVED:  06 18 1993
TAB: TAB02          DATE LBL          06 18 1996

SSN      : 123456789                      RETAIN PAPER: Y
NAME     : JOHNSON
        :
DESCRIPTION: IVP FOLDER TYPE1              ADD FOLDER..: Y

ROUTE   N (Y OR N)          TEMP. ID:
RLOB....: _____        HOLD DATE:  __ __ ____
TRAN TYPE: _____        HOLD TIME:  _____
RT CODE..: _____        PRTY IND(L/M/H/N/X):  PRIORITY..: ***
UNIT....: _____        ASGN USER:  _____

COMMENTS: _____
          _____

AIS0150 -- PRESS PF5 TO PROCESS
PF 2=COMMENTS 3=PREVSCR 5=PROCESS
    
```

*DOCUMENT INDEX AND SCAN*

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER TYPE	Required	The two-character (2) folder type to which the folder will belong. It will also be used to access the associated folder profile in displaying the defaults assigned to the folder.
FOLDER ID	Required	The folder ID that the document will be stored under.
FORM NAME	Required	The form name to which the document will be associated. The form name is used to access the associated form profile in displaying the defaults assigned to the form.
DOCUMENT DESCRIPTION	Optional	The sixty-character (60) description of the document. The initial display represents the default contained in the form profile.
DATE RECEIVED	Required	This is the date the document is indexed to the system in preparation for the physical scanning. This date defaults to the current date and can be changed. The date received can be greater than the current date if the operator is authorized. The format for this date is MM DD CCYY.
TAB	Required	The default tab (contained in the form profile) in the folder that the document will be stored under.
USER DATE	Required	This is a user defined date field. The specific date will correspond to the 'date label' that was defined in the form's profile. The format for this date is MM DD CCYY.
RETAIN PAPER	Display	An indicator describing what should be done with the document after scanning.  Y - The original document is kept. N - The original document is disposed.
Labels/Values SEC INDX1 SEC INDX2 SEC INDX3	Display/ Required	Secondary index labels are displayed based upon content of the folder type profile. The secondary index values must be entered for each displayed index label, when a new folder is created.
DESCRIPTION	Optional	The forty-character (40) description of the folder. The initial display is from the existing folder or from the folder profile.
ADD FOLDER	Display	A value indicating whether you have authority to add a new folder. If one is needed and you do not have the authority to dynamically add a folder, then it must be added through the AIS+ Folder Addition function.  Y - You have authority to add new folders N - You do not have authority to add new folders
ROUTE	Optional	A value indicating whether the new document is to be placed in a queue for routing purposes. The form profile table displays the default routing information for documents using this form name.  Y - Document will be routed N - Document will not be routed
TEMP. ID	Display	The temporary ID to be used by the document when physically scanned.
RLOB	Required	The routing line of business to be used if routing is to be performed. The form profile contains the default for this form. This field is only required if



FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
		ROUTE is set to Y.
HOLD DATE	Optional	A date in which the document will be released for processing. This date must be greater than or equal to the current date. The format for this date is MM DD CCYY.
TRAN TYPE	Required	The transaction type to be used by the routing process. This field is only required if ROUTE is set to Y.
HOLD TIME	Optional	The time in which the document will be released, on the hold date, for processing. If the hold date and current date are the same, the time must be greater than the current time. If a time is not entered for a date greater than the current date, then the time will default to 12:00 am.
RT CODE	Required	The route code to be used by the routing process. This field is only required if ROUTE is set to Y.
PRTY IND	Optional	The priority level to be assigned to the document when it enters the routing process. L – Low M – Medium N – Normal H – High X – Maximum
PRIORITY	Display/ Optional	This field will display the priority value that corresponds to the priority indicator. The priority field becomes enterable if an 'X' is placed in the priority indicator field. The priority entered must be greater than or equal to the maximum priority as defined in the application profile.
RUNIT	Optional	The routing unit to be used by the routing process. The form profile contains the default for this form.
ASGN USER	Optional	This is the user to be assigned this document. The operator in this field defaults to the 'default operator' on the form. This operator may be changed to any active operator defined to the application.
COMMENTS	Optional	A field to enter comments regarding this particular document. If both comment lines are used, pressing <PF2> provides an additional four lines for comment entry.

## Function Keys

**PF2** - Provides a pop-up window for four lines of additional comment entry.

**PF3** - Returns to the previous function that called the *AIS+ Document Index and Scan* function.

**PF5** - Processes the index request and returns the temporary ID that will be used with the document during the physical scanning operation.

---

## Document List

---

### Introduction

The *AIS+ Document List* function allows you to list documents for a specific folder in a particular order. From the list, various functions are available and may be executed for document processing.

### Access

The *AIS+ Document List* function can be accessed by any of four (4) methods:

- 1) Enter DL in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) Enter an L in the option field next to the folder ID to be reviewed on any of the three folder list functions and press <ENTER>.
- 3) On those screens that are capable of using commands for quick navigation, enter DC01 on the command line and press <ENTER> .
- 4) Enter DC01 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

**DC01/FOLDERID/TABDESCRIPTION/FORMNAME**

Security access to this function is granted only when the DOCUMENT: LIST: flag is set to 'Y' 'F' 'T' 'D' 'O' in the operator's security profile.

- 'Y' - List will be ordered by Receive Date descending, Object Time descending
- 'F' - List will be ordered by Form Name ascending, Receive Date descending, Object Time ascending
- 'T' - List will be ordered by Tab Description ascending, Receive Date descending, Object Time ascending
- 'D' - List will be ordered by Document Description ascending, Receive Date descending, Object Time ascending
- 'O' - List will be ordered by Receive Date descending, Object Time ascending

### General Information

The *AIS+ Document List* provides the ability to obtain a list of documents for a specific folder in a particular order. The list can be restricted by using a entering a tab and/or form name to display documents only associated with that combination. The list can be further limited by using a start and end date range. The default end date is calculated based on (current date + future date) The future date can be changed by using the *AIS+ Application Profile (1) Administration* function. The four (4) screening options are mutually exclusive, but in combination can help you limit the specific set of documents within the list.

There is also a 'LIST ALL' indicator which will allow you to see the older versions of documents and also those documents that have been logically deleted.

The list can display either thirty-character (30) or sixty-character (60) document descriptions depending upon the application's profile established using the *AIS+ Application Profile (1) Administration* function. When using the thirty-character (30) display, the list will present twelve (12) lines of documents. When a sixty-character (60) display is used, the list will present only six (6) lines of documents with the first thirty (30) characters of the description on the first line and the other thirty (30) on the line following.

The *AIS+ Customer Data Exit*, the *AIS+ Routing Data Exit*, and the *AIS+ Event Format Exit* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

A series of options are available to be used on any document presented within the list. You are permitted to use options displayed; they are based upon entries defined in your operator security profile.

## Modify

Entering A in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Modify* function. This function will allow you to modify the physical document (i.e. manipulate pages and positioning) or to update its characteristics.

## Copy

Entering C in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Copy/Move* function. This function will allow you to copy a document from the current folder to one or many other folders.

## Delete

Entering D in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Delete/Undelete* function. This function will allow you to logically delete a document.

## History

Entering H in the option field and pressing <ENTER> will transfer you to the *AIS+ Document History* function. This function will allow you to review the history of events surrounding the document.

## Merge

Entering E in the option field of one document and an I in the option field of another document and pressing <ENTER> will send the documents to the workstation to be merged. A new version of the "I" document will be created and will contain all the pages from both the documents. When merging documents on different pages within the *Document List* function, you must press enter on the page with the first document before paging to the other document to be merged.

## Move

Entering M in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Copy/Move* function. This function will allow you to move a document from the current folder to another.

## Print

Entering P in the option field and pressing <ENTER> will print the document and leave you on the list screen. Your default assigned printer (established in the IBM IODM Workstation Configuration table and correlates to the workstation ID you entered at sign-on) will be used if nothing is entered in the Printer ID. Your alternate assigned printer can be accessed by just typing an A in the Printer ID. If you want to access any other printer, you must enter its value.

## Route

Entering R in the option field and pressing <ENTER> will route the document and leave you on the list screen. Routing will require you to enter the following queue information: routing line of business (RLOB), transaction type (TRAN TYPE), routing code (RT CODE), and routing unit (RUNIT). A document can not be routed if it is already in routing. The DATE FILED field will contain "\*\*\*" if the document is in routing. Press the Refresh Key (PF9) to see the "\*\*\*" for the documents that have been routed.

## Send Work

Entering S in the option field and pressing <ENTER> will transfer you to the *AIS+ Worked With Queued Items* screen. Image(s) will also display if the operator profile flag 'WORK QUEUE' contains I; otherwise, no images will be displayed upon transferring to the *AIS+ Worked With Queued Items* screen. If the document is not in routing, sending work will require you to enter the following queue information: routing line of business (RLOB), transaction type (TRAN TYPE), routing code (RT CODE), and routing unit (RUNIT). An error will be displayed if other work is currently active to this operator and is waiting to be processed.

## Undelete

Entering U in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Delete/Undelete* function. This function will allow you to undelete a logically deleted document.

## View

Entering V in the option field and pressing <ENTER> will display the document on the workstation ID you entered at sign-on and leave you on the list screen.

## Host Print

Entering O in the option field and pressing <ENTER> will transfer you to the *AIS+ Host Print* function. This function will allow you to send print volume requests to a Host IBM JES printer.

## Query Modify and Scan Pending Objects

Entering Q in the option field and pressing <ENTER> will transfer you to the *AIS+ Modify/Scan Pending Display*. This option is only valid for documents that are in a "pending state". A document in a "pending state" is a document for which a scan or modify request has been made, and a Temporary Identifier has been generated. The document remains in "pending state" until page(s) have been successfully scanned or the document has been successfully modified. Scan pending objects are identified by a temporary identifier displayed in the 'Date Filed' column. Modify pending objects are identified by the letter 'M' which is displayed to the right of the 'Version' column.

## Screen Display (1)

DOCUMENT LIST										ZZ DC01
FOLDER ID. :	BPSYSTEST01				TAB:				NOTES:	1
LAST NAME :	JONES	SSN :	001110001							
FORM NAME. :					START DATE:	01/01/1950	END DATE...	06/15/1993		
PRINTER ID.:					RLOB.....:				TRAN TYPE..:	
RT CODE....:					RUNIT.....:				LIST ALL (Y/N):	N SORT: Y
OPT A=MODIFY	C=COPY	D=DELETE	H=HISTORY	M=MOVE	P=PRINT	R=ROUTE				
S=SND WRK	V=VIEW	E=MRG SRC	I=MRG DST	U=UNDELET	O=HST PRT	Q=QUERY				
OPT	DESCRIPTION	DATE RECVD	DATE FILED	VERS	PGS	TAB				
_	TESTING APPLICATION	05/17/1993	A762523	1	0	TAB17				
	LINE 2 OF DATA									
_	TESTING APPLICATION	05/16/1993	A861814	1	0	TAB16				
_	CREDIT REPORT	06/07/1993	**	1	1	TAB01				
	QUARTER ENDING 5/92									
_	TESTING APPLICATION-MODIFY7890	05/19/1993	**	1	2	TAB19				
_	TESTING APPLICATION	05/15/1993	**	1	1	TAB15				
	SECOND LINE INFORMATION									
_	TESTING APPLICATION	05/13/1993	**	2	5	TAB13				
PF 3=PREVSCR 7=BCKWRD 8=FRWRD 9=REFRESH 10=FAX 19=1ST PG 20=LAST PG										

DOCUMENT LIST - TWO LINE DISPLAY

## Screen Display (2)

DOCUMENT LIST		ZZ DC01
FOLDER ID..:	BPSYSTEM01	TAB...: _____ NOTES: 8
LAST NAME :	JONES	SSN : 001110001
FORM NAME..:	_____	START DATE: 01/01/1950 END DATE...: 06/15/1993
PRINTER ID.:	_____	RLOB.....: _____ TRAN TYPE..: _____
RT CODE....:	_____	RUNIT.....: _____ LIST ALL (Y/N): N SORT: Y
OPT A=MODIFY	C=COPY	D=DELETE H=HISTORY M=MOVE P=PRINT R=ROUTE
S=SND WRK	V=VIEW	E=MRG SRC I=MRG DST U=UNDELET O=HST PRT Q=QUERY
OPT	DESCRIPTION	DATE RECVD DATE FILED VERS PGS TAB
_	TESTING APPLICATION	05/17/1993 A762523 1 0 TAB17
_	TESTING APPLICATION	05/16/1993 A61814 1 0 TAB16
_	CREDIT REPORT	06/07/1993 ** 1 1 TAB01
_	TESTING APPLICATION-MODIFY7890	05/19/1993 ** 1 2 TAB19
_	TESTING APPLICATION	05/15/1993 ** 1 1 TAB15
_	TESTING APPLICATION	05/13/1993 ** 2 5 TAB13
_	TESTING APPLICATION	05/12/1993 06/14/1993 1 4 TAB12
PF 3=PREVSCR 7=BCKWRD 8=FRWRD 9=REFRESH 10=FAX 19=1ST PG 20=LAST PG		

DOCUMENT LIST - SINGLE LINE DISPLAY

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER ID	Required	The folder ID being reviewed. Wildcard search is not available. The full ID must be entered.
TAB	Optional	The sixteen-character (16) tab description used to view only those documents associated with the tab. When the field is blank, all tabs will be used.
NOTES	Display	This field shows a count of the total number of notes within the folder.
Labels/Values SEC INDX1 SEC INDX2 SEC INDX3	Display	The secondary indexes for that folder are displayed.
FORM NAME	Optional	The sixteen-character (16) form name used to view only those documents associated with the form. When the field is blank, all forms will be used.
START DATE	Optional	Only documents from this date forward will be listed. If a date is not entered, a system default date of 01/01/1900 will be used.
END DATE	Optional	Only documents prior to this date will be listed. If a date is not entered, the system defaults to the current date and increments it by the 'Future Days' field on the AIS+ Application Profile function.
PRINTER ID	Optional	If <b>P</b> is entered as a document option, you can either enter a valid printer ID, other than your normal assigned one, or you can enter an <b>A</b> to print to

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
		your designated alternate. By not entering a value, your normally assigned printer ID will be used. This information is maintained in the IBM IODM Workstation Configuration DB2 table.
RLOB	Required	This field is required when an <b>R</b> option has been entered beside a document. The routing line of business value is used for routing purposes. It is also required when a "S"endwork is requested for a document that is not in routing.
TRAN TYPE	Required	This field is required when an <b>R</b> option has been entered beside a document. The transaction type value is used for routing purposes. It is also required when a "S"endwork is requested for a document that is not in routing.
RT CODE	Required	This field is required when an <b>R</b> option has been entered beside a document. The route code value is used for routing purposes. It is also required when a "S"endwork is requested for a document that is not in routing.
RUNIT	Required	This field is required when an <b>R</b> option has been entered beside a document. The routing unit value is used for routing purposes. It is also required when a "S"endwork is requested for a document that is not in routing.
LIST ALL	Optional	You have the option to list only the current, active documents by leaving the field blank or entering an <b>N</b> . You can review current active and logically deleted documents by entering a <b>Y</b> .
SORT	Optional	This field will default to DOCUMENT:LIST value found in OPERATOR SECURITY PROFILE if left blank.  <b>Y</b> - List will be ordered by Receive Date descending, Object Time descending  <b>F</b> - List will be ordered by Form Name ascending Receive Date descending, Object Time ascending  <b>T</b> - List will be ordered by Tab Description ascending, Receive Date descending, Object Time ascending  <b>D</b> - List will be ordered by Document Description ascending, Receive Date descending, Object Time ascending  <b>O</b> - List will be ordered by Receive Date descending, Object Time ascending
OPT	Optional	Any of the options that are displayed on the option line.
DESCRIPTION	Display	The thirty-character (30) or sixty-character (60) description of the document based upon the application profile.
DATE RECVD	Display	The date the document was entered into the system.
DATE FILED	Display	This field shows the current status of the document. If a date is displayed, the document has been filed. If ** is displayed, the document is currently in routing. If any other value is displayed, it represents the temporary ID of a document that is still pending its scan. If no value is displayed, the document is still pending scan and the temporary id happens to be the folder ID.
VERS	Display	The number of versions of this document stored in the system. A <b>D</b> will appear to the right if the document has been logically deleted. Logically deleted documents can only be seen if LIST ALL option is set to <b>Y</b> . An <b>M</b>

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
		will appear to the right if the document is in a 'Modify Pending Status'.
PGS	Display	The number of pages of the current document. A zero will display for pending documents since the number of pages is unknown at this time.
TAB	Display	The tab to which the document is associated.

## Function Keys

**PF3** - Returns to the previous function that called the *AIS+ Document List* function.

**PF7** - Scrolls backward through the document list.

**PF8** - Scrolls forward through the document list. Pressing this key on the last page will scroll to the first page and display a 'wrapped' message in the bottom right corner of the screen.

**PF9** - Refresh the display

**PF10** - Passes control to the FaxRouter screen if FaxRouter/2 is installed at your site.

**PF19** - Scrolls to the first page in the document list

**PF20** - Scrolls to the last page in the document list



---

## Document Copy/Move

---

### Introduction

Documents can be moved from one folder to another and in doing so, all items associated with the document (events, versions, and object names) will also be moved.

Documents can also be logically copied from one folder to another.

### Access

The *AIS+ Document Copy/Move* function can be accessed by any of the following three (3) methods:

- 1) Enter either a C or an M in the option field corresponding to the document to be copied or moved on the *AIS+ Document List* and press <ENTER>.
- 2) Enter either a C or an M in the option field corresponding to the document to be copied or moved on the *AIS+ Worked With Queued Items* function and press <ENTER>.
- 3) Enter an M in the option field corresponding to the document to be moved on the *AIS+ List Queue Information* function and press <ENTER>.

Security access to this function is granted only when the DOCUMENTS: Copy/Move: flags are set to Y in the operator's security profile for the respective function.

### General Information

For a Move function, a document can only be moved to one folder. If the folder does not exist, it will automatically be generated if you have authority to do so.

For a Copy function, a document can be logically copied to one or many folders. Under a logical copy, the new folders will point to the document instead of having their own independent copies. This saves on computer storage.

If folder type is not a prefix to the folder ID, then the folder type field is displayed allowing the documents to be copied or moved from one folder type to another folder type.

New folders can be generated if you have the authority: Y, T or D value in your Operator Profile FOLDERS: Add: option. The new folders will be built under the profile of the original folder's folder type.

The *AIS+ Customer Data Exit*, the *AIS+ Validate Exit*, and the *AIS+ Event Format Exit* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).



### Screen Display (2a)

DOCUMENT COPY/MOVE		MVE ZZ DC02
ORIGINAL:	FOLDER ID: *****	TAB: *****
DESTINATION:	FOLDER ID: _____	TAB: _____
PF 3=PREVSCR 5=UPDATE		

*DOCUMENT MOVE (Folder Type Prefix = 'y')*

### Screen Display (2b)

DOCUMENT COPY/MOVE		MVE ZZ DC02
ORIGINAL:	FOLDER TYPE ** FOLDER ID: *****	TAB: *****
DESTINATION:	FOLDER TYPE __ FOLDER ID: _____	TAB: _____
PF 3=PREVSCR 5=UPDATE		

*DOCUMENT MOVE (Folder Type Prefix = 'N')*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
ORIGINAL FOLDER TYPE	DISPLAY	The type of folder in which the document currently resides. (This value only applicable when Folder Prefix = 'N' in the Application profile.)
ORIGINAL FOLDER ID	Display	The folder ID in which the document currently resides.
TAB	Display	The tab description under which the document currently resides.
DESTINATION FOLDER TYPE	REQUIRE D	The type of folder into which the document will be copied or moved. (This value only applicable when Folder Prefix = 'N' in the Application profile.)
DESTINATION FOLDER ID	Required	The folder ID to which the document will be copied or moved to. The move option has only one destination Folder ID while the copy function can have up to twelve (12) destination Folder IDs.
TAB	Required	The tab under the new folder ID the document will reside.

## Function Keys

**PF3** - Cancels the copy/move request and returns to the function that called for the *AIS+ Document Copy/Move* function.

**PF5** - Processes the copy/move request.

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## Document Delete/Undelete

---

### Introduction

Documents can only be logically deleted from the application through the use of the *AIS+ Document Delete/Undelete* function. For auditing purposes, a log entry is made in the AIS+ database delete log table (AISDLOG) for each document removed from the system. To aid with the audit process, specific delete codes and reasons are used. The list of delete reasons is maintained in an AIS+ DB2 delete reason table (AISDRSN) using a DB2 utility (e.g. SPUFI).

Logically deleted documents can be undeleted. Log entries are made for documents that are undeleted. Undelete reasons are also maintained in the AISDRSN table.

### Access

The *AIS+ Document Delete/Undelete* function can be accessed by either of the following two (2) methods:

- 1) Enter either a D or U in the option field corresponding to the document to be deleted or undeleted on the *AIS+ Document List* and press <ENTER>.
- 2) Enter either a D in the option field corresponding to the document to be deleted or undeleted on the *AIS+ Worked With Queued Items* function and press <ENTER>.

Security access to this function is granted only when the DOCUMENTS: DELETE: flag is set to Y in the operator's security profile.

### General Information

A specific document's internal date and time stamp, along with its tab and form values, will be displayed upon entry. Documents can only be deleted one at a time from a folder using this method.

From the reason codes listed on the bottom half of the screen, one must be entered that will categorize the type of delete or undelete being performed. The reason codes are maintained in the AIS+ database table AISDRSN by a DB2 utility (e.g. SPUFI). In addition to the reason code, a comment must be entered further detailing why the document is being deleted or undeleted. Pressing the <PF5> function key will confirm the delete or undelete function.

A document that is in routing cannot be logically deleted.

The *AIS+ Event Format Exit* is available to further enhance AIS+ to meet your application requirements. Also, the *AIS+ Object Delete Exit* provides the capability to delete an object physically. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#)

## Screen Display

The following screen will be displayed when DELETING a document.

```

DOCUMENT DELETE                                     ZZ DC03

FOLDER ID: F1IVPF1TEST3                          TAB: TAB01
                                                    FORM: FORM1
                                                    DATE/TIME: 1993-06-17-07.07.14.818483

DELETE REASON CODE: 01

DELETE MESSAGE....: REMOVE ERRONEOUSLY SCANNED DOCUMENT FROM FOLDER_

01 REASON CODE 1      02 REASON CODE 2      03 REASON CODE 3
04 REASON CODE 4      05 REASON CODE 5      06 REASON CODE 6
07 REASON CODE 7      08 REASON CODE 8      09 REASON CODE 9
10 REASON CODE 10     11 REASON CODE 11     12 REASON CODE 12
13 REASON CODE 13     14 REASON CODE 14     15 REASON CODE 15
16 REASON CODE 16     17 REASON CODE 17     18 REASON CODE 18

PF 3=PREVSCR 5=DELETE
    
```

### DOCUMENT DELETE

The following screen will be displayed when UNDELETING a document

```

DOCUMENT UNDELETE                                    ZZ DC03

FOLDER ID: F1IVPF1TEST3                          TAB: TAB01
                                                    FORM: FORM1
                                                    DATE/TIME: 1993-06-17-07.07.14.818483

UNDELETE REASON CODE: 01

UNDELETE MESSAGE....: REVERSE DELETION OF NEEDED DOCUMENT_____

01 REASON CODE 1      02 REASON CODE 2      03 REASON CODE 3
04 REASON CODE 4      05 REASON CODE 5      06 REASON CODE 6
07 REASON CODE 7      08 REASON CODE 8      09 REASON CODE 9
10 REASON CODE 10     11 REASON CODE 11     12 REASON CODE 12
13 REASON CODE 13     14 REASON CODE 14     15 REASON CODE 15
16 REASON CODE 16     17 REASON CODE 17     18 REASON CODE 18

PF 3=PREVSCR 5=UNDELETE
    
```

### DOCUMENT UNDELETE

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER ID	Display	The twenty-six-character (26) folder identifier associated with the document to be deleted or undeleted. Information is passed from the calling function.
TAB	Display	The sixteen-character (16) folder tab associated with the document to be deleted or undeleted. Information is passed from the calling function.
FORM	Display	The sixteen-character (16) form associated with the document to be deleted or undeleted. Information is passed from the calling function.
DATE/TIME	Display	The internal DB2 date/time stamp identifying the document to AIS+.
DELETE/ UNDELETE REASON CODE	Required	Select any one of the reason codes displayed on the screen.
DELETE/ UNDELETE MESSAGE	Required	Enter a message further describing why the action has taken place.

## Function Keys

- PF3** - Cancels the uncommitted delete or undelete request and returns to the function that called for the *AIS+ Document Delete/Undelete* function.
- PF5** - Processes the delete/undelete request.

## Document History

---

### Introduction

The *AIS+ Document History* function allows you to view the entire history of events associated with a document.

### Access

The *AIS+ Document History* function can be accessed by entering an H in the option field beside a selected document on any of the following function screens and pressing <ENTER>.

- 1) *AIS+ Document List*
- 2) *AIS+ List Queue Information*
- 3) *AIS+ Work With Queued Items*

### General Information

This screen will display all events that have been logged with the most recent appearing first. Scrolling through the list can be achieved by using <PF7> and <PF8>.

The document's current routing information will also appear. This includes the routing line of business, the route unit, the route code, and the transaction type. The priority value represents how high within the queue the document resides.

To complete the display, the document's folder identifier and the folder's secondary indices (if required for its folder type) will be displayed. Further document identification includes the tab within the folder the document has been assigned, and the form name to which the document is assigned.

The list can be limited by entering the date and time from which the history list will begin.

The format of an event is governed by the *AIS+ Event Format Exit*. Additional information on the use of this exit can be found in the [AIS+ Enterprise Edition System Administrator Manual](#).

The *AIS+ Customer Data Exit* is available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).



### Screen Display

DATE		TIME	ACTIVITY	DATE: __ __ ____	TIME: ____
DOCUMENT HISTORY <span style="float: right;">ZZ DC04</span>					
FOLDER ID.: F1IVPF1TEST3			TAB: TAB03		
:			:		
:			FORM: FORM3		
DT RCVD....: 06/17/1993		DOCUMENT ID: 1993-06-17-07.20.19.714870		PRTY: 100	
RLOB.....: RLOB3		TRAN TYPE: TRAN3		RT CODE: ROUTE4 RUNIT: 1000	
06/17/93 08:51:07 PAGES INSERTED					
MASTER I FORGOT TO SCAN IN PAGE D					
06/17/93 08:16:12 HELD - FOLDID: F1IVPF1TEST3 OPERID:					
MASTER DATE: 061893 TIME: 04:00 PM RCODE: ROUTE4 RUNIT: 1000					
DOCUMENT PLACED ON HOLD MANUALLY					
06/17/93 08:02:23 DOCUMENT RELEASED FROM HOLD DUE TO SCANNED IN DOCUMENT					
AIRT001P FOLDID: F1IVPF1TEST3 RTCODE: ROUTE4					
RT UNIT: 1000 RT LOB: RLOB3 TRAN TYPE: TRAN3					
PF 3=PREVSCR 7=BACKWARD 8=FORWARD					MORE...

*DOCUMENT HISTORY*

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FOLDER ID	Display	The folder identifier of the document being reviewed.
TAB	Display	The tab description within the folder of which the document resides.
SEC INDX1 SEC INDX2 SEC INDX3	Display	The secondary-index labels and associated values to which the folder belongs.
FORM NAME	Display	The form name associated with the document.
DT RCVD	Display	The date the document was received into the system.
DOCUMENT ID	Display	The internal time stamp assigned to the document in identifying it to the system.
PRTY	Display	The current priority assignment of the document in its queue structure.
RLOB	Display	The current routing line of business in which the document resides for routing purposes.
TRAN TYPE	Display	The current transaction type in which the document resides for routing purposes.
RT CODE	Display	The current route code in which the document resides for routing purposes.
RUNIT	Display	The current route unit in which the document resides for routing purposes.

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
DATE	Display	The date in which the activity was logged against the document.
TIME	Display	The time in which the activity was logged against the document.
ACTIVITY	Display	The activity performed with the document. Any comments that are added to the document will be highlighted.
DATE	Optional	Must be in MM DD CCYY format. If entered, only those events with a date equal to or before this date will be displayed.
TIME	Optional	Must be in HHMM format. If entered and a date is not entered, the date defaults to the current date. Only those events created before the date/time combination will be displayed. This time field can be entered in two different formats depending on the Time Format specified in the Application Profile:  Time Format 1. 12 hr format 2. 24 hr format

## Function Keys

**PF3** - Returns to the previous function that called for the *AIS+ Document History* function.

**PF7** - Scrolls backward through the event history log.

**PF8** - Scrolls forward through the event history log.

---

## Document Modify

---

### Introduction

The AIS+ Document Modify function allows you to manipulate the pages within a document. When a document is scanned into the AIS+ system, each paper page becomes a page in the document. The Document Modify function allows the capability to do the following:

- Insert new pages into a document.
- Move pages of a document to another document.
- Rearrange the pages in a document.
- Replace pages in a document.
- Delete pages from a document.
- Add comments to the history log of a document.
- Place a document in routing
- Place a document in work queue on hold or remove a document from hold.
- Change the priority level of a document that is in routing.
- Update Document information such as Tab, Form Name, Security Class, Document Description and Date Received.

### Access

The AIS+ *Document Modify* function can be accessed by any of the following three (3) methods:

- 1) Enter A in the option field corresponding to the document to be modified on the AIS+ *Document List* and press <ENTER>.
- 2) Enter A in the option field corresponding to the document to be modified on the AIS+ *Worked With Queued Items* function and press <ENTER>.
- 3) Enter A in the option field corresponding to the document to be modified on the AIS+ *List Queue Information* function and press <ENTER>.

Security access to this function is granted only when the DOCUMENTS: UPDATE: flag is set to Y in the operator's security profile.

### General Information

The document can be physically altered by inserting pages, or deleting pages, or rearranging pages. The actual content of the information on the page itself can not be altered.

The document's basic information can also be updated to reflect any current changes. This information includes the tab, form name, document description, security level, and routing information.

**Note:** If the form name is changed, the tab will change to the associated default tab unless the tab has been previously updated.

Pages can be inserted, replaced, rearranged, moved, or deleted in a document only if that document is not being currently modified.

The operator must be signed on to an Image enabled workstation when replacing, moving, or deleting pages of a document.

General comments can be added to the document without any additional required function.

The *AIS+ Customer Data Exit*, the *AIS+ Validate Exit*, the *AIS+ Routing Data Exit*, the *AIS+ Storage Management Exit*, and the *AIS+ Event Format Exit* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

**Note:** A document is in 'modify pending status', if it has a modify request that has not been completed. An example is when inserting new page(s), the AIS+ system generates a Temporary Identifier, which is used to scan in the new pages. Until the pages have been scanned in for the Temp Id generated, the document will remain in 'modify pending status'. You cannot perform any functions on a document that is in 'modify pending status' on the *AIS+ Document Modify Panel*.

## Screen Display

```

                                DOCUMENT MODIFY                                ZZ DC05
FOLDER ID: F1IVPF1TEST3                                TAB: TAB01
:                                                       :
:                                                       :
                                FORM: FORM2
DATE RECVD..: 1993-06-17    DOCUMENT ID..: 1993-06-17-07.07.05.203712
DESCRIPTION.: IVP FORM NAME2
SEC CLASS: 99                PRIORITY...: 100          (L/M/N/H/X)..: N
RLOB.....: RLOB2            TRAN TYPE..: TRAN2        RT CODE..: ROUTE3  RUNIT.: 3000
HOLD DATE: _____      HOLD TIME..: _____    EXP DATE.: 10 15 1993

ACTION:  _ ( M=MOVE, D=DELETE, R=REARRANGE, E=REPLACE, I=INSERT, C=COMMENTS )

PAGES TO MODIFY: _____

FOLDER ID TO MOVE PAGES TO: _____

EVENT COMMENTS: _____
                _____

TEMP ID FOR SCANNING:

PF 2=COMMENTS 3=PREVSCR 5=UPDATE 9=REFRESH FORM INFO
    
```

### DOCUMENT MODIFY

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER ID	Display	The twenty-six-character (26) identifier. The Folder ID to which the document belongs.
TAB	Required	The sixteen-character (16) identifier. The Tab Name to which the document belongs within that folder. The Tab can be modified, however if the Form Name is changed the Tab will change to the default Tab unless the Tab was previously changed.
SEC INDEX LABELS/VALUES	Display	The secondary index information associated with the folder.
FORM NAME	Required	The sixteen-character (16) identifier. The Form Name associated with the document can be modified. You can only enter an existing Form Name. If a new Form Name is entered the Tab will change to the default Tab unless the Tab was previously changed.
DATE RECVD	Required	This date can be modified as needed to reflect what ever date the document was expected to be received into the system. It can be greater than the current date, if the operator is authorized. The receive date must be entered in the following format: cccc-mm-dd
DOCUMENT ID	Display	The internal DB2 timestamp assigned to the document that is used by the system.
DESCRIPTION	Required	The document description can be modified. The document description can be a maximum of sixty (60) characters long and must be entered.
SEC. CLASS	Required	Two character identifier. The current security level assigned to this document.
PRIORITY	Display/Optional	The three-digit (3) priority value associated with the priority indicator, which is assigned to the document when it is routed. This value may be changed if the priority indicator is changed to an 'X'.
(L/M/N/H/X)	Optional	The priority value of a document in routing will be modified by changing the priority indicator. The corresponding priority values for low, medium, normal and high are defined in the <i>AIS+ RLOB/Tran Type Profile</i> function. The corresponding priority value for max is set in the <i>AIS+ Application Profile</i> function. The priority indicator indicates how the priority of a document increases when waiting to be worked.  L – Low M – Medium N – Normal H – High X – Maximum
RLOB	Required	Six-character (6) identifier. To route a document to a new queue or to reroute to another queue, you must enter an existing Routing Line of Business (RLOB) code. The RLOB must be valid in combination with the Tran Type entered. If a document is already in routing, the RLOB, Tran Type, Route Code and Route Unit will be displayed.
TRAN TYPE	Required	Six-character (6) identifier. To route a document to a new queue or to reroute a document to another queue, you must enter an existing

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
		Transaction (Tran) Type code. The Tran Type must be valid in combination with the RLOB entered.
RT CODE	Required	Six-character (6) identifier. To route a document to a new queue or to reroute a document to another queue, you may enter an existing Route Code. The Route Code must be valid in combination with the Route Unit entered. If the Route Code is not entered, then the system fills in the default Route Code defined for the RLOB/Tran Type combination.
RUNIT	Required	Four-digit (4) identifier. To route a document to a new queue or to reroute a document to another queue, you may enter an existing Route Unit. The Route Unit must be valid in combination with the Route Code entered. If the Route Unit is not entered, then the system fills in the default Route Unit defined for the RLOB/Tran Type combination.
HOLD DATE	Optional	<p>You can place a document on hold by entering the hold date. The hold date must be greater than or equal to the current date when items are placed on hold. The hold date must be entered in the format: CCYY-MM-DD. This is the date the document will become available for processing.</p> <p>To remove a document from held status, delete the Hold Date and Hold Time.</p>
HOLD TIME	Optional	<p>You can place a document on hold by entering a specific time, in combination with the hold date entered. The hold time must be greater than the current time if the hold date is equal to the current date. The system defaults the hold time to midnight, if one is not entered. The hold time can be entered in two different formats depending on the Time Format specified in the Application Profile:</p> <p style="text-align: center;">Time Format</p> <ol style="list-style-type: none"> <li>1. 12 hr format</li> <li>2. 24 hr format</li> </ol>
EXP DATE	Optional	This is the last date before the document must be processed. The expire date must be entered in the following format: mm dd ccyy.
ACTION	Required	<p>This field is required only if any other information has not been modified.</p> <p>C - Add only comments to history log.</p> <p>D - Delete pages from the document</p> <p>R - Rearrange pages within the document.</p> <p>M - Move pages to another folder ID.</p> <p>I - Insert pages into the document.</p> <p>E - Replace pages with another document</p>
PAGES TO MODIFY	Optional	<p>The pages to be modified. The formats are as follows:</p> <p>M - starting page #, no. of pages</p> <p>D - starting page #, no. of pages</p> <p>R - starting page #, no. of pages, after page #</p> <p>E - starting page #, no. of pages</p> <p>I - starting page #, no. of pages</p> <p>These functions are explained in detail further in this section.</p>

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER ID TO MOVE PAGES TO	Optional	Folder ID can be entered if option M is used. The folder ID must already exist. If not entered, then the system defaults to the folder ID where the document currently resides.
EVENT COMMENTS	Optional	Comments will be placed on the document's history log.
TEMP ID FOR SCANNING	Display	A temporary ID will be returned and needed for the scanning process when either action code <b>E</b> or <b>I</b> are entered.

### Inserting Pages into a Document

New pages can be inserted into a document, if the document is not currently being modified. AIS+ creates a new version of the document with the pages inserted and keeps the previous version of the document. To specify that the new pages become first in the new document, use zero (0) as the starting page number.

In the ACTION field, enter '**I**'.

In the PAGES TO MODIFY field, enter the following:

*starting page number / ',' or space / number of pages*

For example:

ACTION	I
PAGES TO MODIFY	1 , 3

Insert 3 pages after page number 1. Press the <PF5> function key. A TEMPorary ID will be displayed in the field TEMP ID FOR SCANNING. This Temp ID is used to scan in the new pages.

### Replacing Pages in a Document

Pages can be replaced in an existing document, if that document is currently not being modified. AIS+ creates a new version of the document with the replaced pages and keeps the previous version of the document.

In the ACTION field, enter '**E**'.

In the PAGES TO MODIFY field, enter the following:

*starting page number / ',' or space / number of pages*

For example:

ACTION	E
PAGES TO MODIFY	1 , 3

Starting at page number 1, replace 3 pages with new pages that will be scanned in. The page number 1, 2, and 3 will be replaced with three new pages. Press the <PF5> function key. A TEMPorary ID will be displayed in the field TEMP ID FOR SCANNING. This Temp ID is used to scan in the new pages that will replace the old pages.

## Rearranging the Pages in a Document

The Rearrange function can be used to change the sequence of the pages in a document, if that document is currently not being modified. AIS+ creates a new version of the document with the new page order and keeps the previous version of the document. The operator must be signed on to an Image enabled workstation to be able to rearrange the pages in a document.

In the ACTION field, enter '**R**'.

In the PAGES TO MODIFY field, enter the following:

*starting page number / ',' or space / number of pages / ',' or space / after page number*

For example:

The order of pages in a document is 1,2,3,4,5.

ACTION	R
PAGES TO MODIFY	1 , 2 , 3

Starting page number 1, extract 2 pages and place them after page number 3. Press the <PF5> function key. The request to rearrange is sent to the ImagePlus workstation. The ImagePlus workstation will display the message indicating that the Document modification has successfully completed.

The order of the pages after the rearrange is successfully completed in the example above will be: 3,1,2,4,5.

## Moving Pages from one Document to Another

The Move function is used to move pages from an existing source document into a new document. The new document can exist in the same Folder ID to which the source document belongs or the new document can be placed in a different Folder ID. After the pages are moved, the following document exist:

- A completely new document that consists of the pages moved from the source document.
- A new version of the source document that consists of the pages that were not moved.
- An old version of the source document that is unchanged.

Pages can be moved from a document only if that document is not being currently modified. You must be signed on to an Image enabled workstation to be able to move pages from a document.



AIS+ does not allow moving all the pages from a document on the Document Modify Screen, because a document with no pages is not considered a Document. Refer to section *Document Copy/Move* to move a document from one folder to another.

In the ACTION field, enter '**M**'.

In the PAGES TO MODIFY field, enter the following:

***starting page number / ',' or space / number of pages***

You may enter an existing Folder ID in the field FOLDER ID TO MOVE PAGES TO. For example:

ACTION	M
PAGES TO MODIFY	1 , 2
FOLDER ID TO MOVE PAGES TO	FOLDER-2

Starting page number 1, move 2 pages. The page number 1 and 2 will be moved from the source document to a new document in another folder - 'Folder-2'. If a Folder ID is not entered then the new document is created in the same Folder where the source document resides. Press the <PF5> function key. The request to move pages is sent to the ImagePlus workstation. The ImagePlus workstation will display the message indicating that the Document modification has successfully completed.

## Deleting Pages from a Document

The Delete function can be used to delete pages from a document. AIS+ creates a new version of the document without the pages that have been deleted and saves the original document.

Page can be deleted from a document only if that document is not being currently modified. You must be signed on to an Image enabled workstation to be able to delete pages from a document. AIS+ does not allow deletion of all the pages from a document on the Document Modify Screen, because a document with no pages is not considered to be a document.

In the ACTION field, enter '**D**'.

In the PAGES TO MODIFY field, enter the following:

***starting page number / ',' or space / number of pages***

For example:

ACTION	D
PAGES TO MODIFY	1 , 2

Starting page number 1, delete 2 pages. The page number 1 and 2 will be deleted. Press the <PF5> function key. The request to delete pages is sent to the ImagePlus workstation. The

ImagePlus workstation will display the message indicating that the Document modification has successfully completed.

## Adding Comments to a Document

Comments can be added in the field EVENT COMMENTS on the *AIS+ Document Modify* Panel when performing any of the modify functions. These comments are displayed on the history log for that document along with the description of the type of modification performed on the document.

Comments can also be added to a document even if there is no modify function selected. This can be done by entering a 'C' in the field ACTION and a free form of text in the field EVENT COMMENTS. Pressing the <PF5> function key will add an event log for the document that will contain the comments entered.

If two lines are not enough, pressing PF2 will provide a pop-up window where four (4) additional lines of comments may be entered. The first two comment lines must be entered before the pop-up window is provided.

## Function Keys

**PF2** - Provides a pop-up window for four lines of additional comment entry.

**PF3** - Cancels modify request and returns to the function that called for the *AIS+ Document Modify* function.

**PF5** - Process the modify request.

**Note:** If no action is selected, any document information can be updated by changing the value and pressing the <PF5> key.

**PF9**- Refresh form information. Pressing this function key refreshes the document description to match that of the form name. You must press <PF5> to make the change permanent.

## Modify/Scan Pending Display

### Introduction

The *AIS+ Modify/Scan Pending Display* function allows you to view and delete the information for documents which are pending modification and those that have been indexed but not stored into the system.

### Access

The *AIS+ Modify/Scan Pending Display* function can be accessed by entering a Q in the option field beside a selected document which is awaiting modification or scanning on the *AIS+ Document List* function screens and pressing <ENTER>.

Security access to this function is granted only when the DOCUMENT: VIEW: flag is set to a valid value other than Y in the operator's security profile.

### General Information

The *AIS+ Modify/Scan Pending Display* shows pertinent information about a documents which are pending modification or indexed but not yet stored into the *AIS+ System*. This information is presented in inquiry mode only and cannot be updated. However, if the pending entry is in error, it may be deleted. User's that have the DOCUMENT: DELETE: flag set to P or B in the operator security profile are given the ability to delete pending entries. To delete a pending entry, simply press PF5 while viewing the information. By pressing PF5, the index entry is removed from the folder and the TEMPID becomes available for another index entry.

The *AIS+ Customer Data Exit* is available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

### Screen Displays

SCAN PENDING DISPLAY		AQ DC08
CUSTOMER DATA EXIT ** AIEX001P **		
FOLDER ID: CLFOLDER		
TEMPID: 533503		
FORM NAME: CLAIM		
DOCUMENT ID: 1995-02-17-14.13.40.533503		
OBJECT DESC: CLAIMS DOCUMENTS		
RECEIVE DATE: 1995-02-17		
TAB: TAB01		
COLLECTION: EYP.COLLECT0		
SECURITY: 99		
INDEXED BY: DAVE		
RLOB: CLAIMS	HOLD DATE: 09 09 1995	
TRAN TYPE: DMERC	HOLD TIME: 0200P	
ROUTE CODE: TEAM2	PRTY IND: N	PRIORITY: 300
UNIT: 0002	ASGN USER: MASTER	
COMMENTS:		

PF 3=PREVSCR 5=DELETE

*SCAN PENDING DISPLAY*

```

                                MODIFY PENDING DISPLAY
                                AQ DC08
CUSTOMER DATA EXIT ** AIEX001P **
  FOLDER ID: CLFOLDER
    TEMPID: 533503

  FORM NAME: CLAIM
DOCUMENT ID: 1995-02-17-14.13.40.533503
OBJECT DESC: CLAIMS DOCUMENTS
RECEIVE DATE: 1995-02-17
      TAB: TAB01
COLLECTION: EYP.COLLECTO
  SECURITY: 99

INDEXED BY: DAVE

MODIFY DESC: PAGES INSERTED
  COMMENTS: ADD 2 PAGES AFTER THE SECOND PAGE

```

PF 3=PREVSCR 5=DELETE

*MODIFY PENDING DISPLAY*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
FOLDER ID	Display	The folder identifier of the document being reviewed.
TEMPID	Display	The temporary identifier created when the document was indexed.
FORM NAME	Display	The form name associated with the document.
DOCUMENT ID	Display	The internal time stamp assigned to the document in identifying it to the system.
OBJECT DESC	Display	The 60 character description of the document.
RECEIVE DATE	Display	This is the date the document was indexed into the system in preparation for the physical scanning.
TAB	Display	The tab that the document will be stored under.
COLLECTION	Display	The identifier used to determine where the document will be stored.
SECURITY	Display	The security-level that this document will assume.
INDEXED BY	Display	The person who performed this index.
MODIFY DESC	Display	An explanation of what type of modification is pending for the document.
COMMENTS	Display	The comments entered when the document was indexed or modified.
RLOB	Display	The routing line of business in which the document will reside.
HOLD DATE	Display	A date in which the document will be released for processing.
TRAN TYPE	Display	The transaction type in which the document will reside for routing purposes.
HOLD TIME	Display	The time in which the document will be released, on the hold date, for processing.
ROUTE CODE	Display	The route code in which the document will reside for routing purposes.
PRTY IND	Display	The priority indicator (N - normal, L - low, M - medium, H - high, X - maximum) assigned to the document.
PRIORITY	Display	The numeric value representing the priority of the document to be scanned.
UNIT	Display	The routing unit to be used by the routing process.
ASSIGN USER	Display	This is the user that will be assigned this document.

## Function Keys

**PF3** - Returns to the previous function that called for the *AIS+ Modify/Scan Pending* function.

**PF5** - Deletes the index entry from the folder. Access to this function is granted only when the DOCUMENT: DELETE: flag is set to P or B in the operator's security profile.

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## Work With Queued Items

---

### Introduction

The *AIS+ Work With Queued Items* function allows you to work with the documents that are in the work queue.

### Access

The *AIS+ Work With Queued Items* function can be accessed by any of three (3) methods:

- 1) Enter WQ in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter WM01 on the command line and press <ENTER>.
- 3) Enter WM01 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

Security access to this function is granted only when the ADMINISTRATION: WORK QUEUE: flag is set to either I or X in the operator's security profile.

### General Information

The *AIS+ Work With Queued Items* provides the ability to present the document(s) to the operator that they should be working on. The documents are presented for one Folder ID at a time. The Work With Queued Items screen uses the following algorithm to extract the documents:

1. Any documents that the operator has been working on previously. Until these documents are rerouted, dropped from work or put on hold, they will be presented first.
2. Present the documents within a folder that are assigned to the operator signed on. These documents are further classified by priority. The documents that have higher priority are presented first.
3. If no documents are found under the above criteria, then any documents that are in the work queue that are active for the operator signed on. The Work Queue is the Route Code/Route Unit combination as defined in the *AIS+ Operator Assignment* function.

Documents can be displayed while working with the queued items if the operator's profile flag is set to an I. When the queued item's information is displayed on the 3270 terminal's screen, an image will be sent by IBM IODM to display on the LU6.2 image workstation screen. If images are not required in processing the queue, the profile flag should be set to an X. This gives supervisors the ability to review processed work without having to see the accompanying images.

To exit the function, press the <PF3> function key. The current displayed work will not be processed; therefore, it is still in the queue waiting to be processed.

The *AIS+ Customer Data Exit*, the *AIS+ Routing Data Exit*, the *AIS+ Prefetch Exit*, and the *AIS+ Event Format Exit* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

A maximum of ninety-nine (99) documents can be displayed upon entry to this screen. In the event that more documents exist, only the first ninety-nine (99) documents will be displayed. In this situation, a message will be displayed to notify the user that not all documents will be displayed.

A series of options are available to be used on any document presented within the list. The displayed options, and the options you are permitted to use, are based upon entries defined in your operator profile.

## Copy

Entering C in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Copy/Move* function. This function will allow you to copy a document from the current folder to another.

## Delete

Entering D in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Delete/Undelete* function. This function will allow you to delete a document from the current folder.

## Drop

Enter X beside the document to be dropped and press <ENTER>. Dropping a document removes the item from workflow and files it under the current date. Pressing <PF11> can drop all documents.

## Modify

Entering A in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Modify* function. This function will allow you to modify the physical document (i.e. manipulate pages and positioning) or to update its characteristics.

## History

Entering H in the option field and pressing <ENTER> will transfer you to the *AIS+ Document History* function. This function will allow you to review the history of events pertaining to this document.

## Hold

To place a document on hold, enter N in the option field, change the hold date and time and press <ENTER>. All documents in the list can be placed on hold by pressing <F4>.

## Host Print

Entering an O in the option field and pressing <ENTER> will transfer you to the *AIS+ Host Print* function. This function will allow you to send print volume requests to a Host IBM JES printer.

## Move

Entering an M in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Copy/Move* function. This function will allow you to move a document from the current folder to another.

## Print

Entering a P in the option field and pressing <ENTER> will print the document and leave you on the screen. Your default assigned printer (established in the IBM IODM Workstation Configuration table and correlates to the workstation ID established at sign-on) will be used.

## Reroute

Individual documents can be rerouted by entering an R beside the document, changing the appropriate routing information, and pressing <ENTER>. All documents on the list can be rerouted by pressing <F10> after entering the appropriate routing information.

## Return

The documents can be returned to the individual(s) who sent the document(s) to the queue by pressing <F9>.

## View

Entering a V in the option field and pressing <ENTER> will display the document on the workstation ID established at sign-on.



## Screen Display

```

_____                                WORK WITH QUEUED ITEM                                ZZ WM01

FOLDER ID: F1IVPTEST01
RLOB: MGTCLM  TRAN TYPE: TRAN01  RT CODE: AAAAAA  RUNIT: 1000  PRIORITY: 100
OPT C=COPY   D=DELETE  M=MOVE   P=PRINT   V=VIEW   A=MODIFY  H=HISTORY
      R=REROUTE N=HOLD   X=DROP   O=HOST PRT
DOCUMENT LIST:
O  DT RCVD  DESCRIPTION                                                    SENDER

_ 03/12/1991 CLAIM FORM A                                                    OPER1
_ 03/14/1992 ASSESSMENT REFERRAL                                             OPER1
_ 06/14/1992 CLAIM PAYMENT                                                    OPER2

SEND WORK (Y/N): Y  (PRESS ENTER TO PROCESS)
ROUTE TO:  RLOB: _____  TRAN TYPE: _____  RT CODE: _____  RUNIT: _____
HOLD DATE:  __ __ _____  HOLD TIME: _____  USERID: _____  PRTY IND:  _
COMMENTS:  _____
_____

PF 2=COMMENTS 3=EXIT 4=HOLD 6=SEND WORK 7=BCKWRD 8=FRWRD 9=RETURN 24=MORE KEYS
    
```

*WORK WITH QUEUED ITEM*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
FOLDER ID	Display	The folder ID to which the documents in the list belong.
RLOB	Display	The routing line of business to which the work currently resides.
TRAN TYPE	Display	The transaction type to which the work is currently assigned.
RT CODE	Display	The route code to which the work currently resides.
RUNIT	Display	The route unit to which the work is currently assigned.
PRIORITY	Display	The priority level of the documents in the folder.
OPTION	Optional	The different options that appear on the option line based upon your user profile.
DT RCVD	Display	The date the document was indexed into the system.
DESCRIPTION	Display	The description of the document to be processed.
SENDER	Display	The Operator ID of the individual who routed the document to the queue.
SEND WORK	Required	An indicator to signal to the process whether work should be sent or not. Y - The system will retrieve the next set of queued items N - No documents will be retrieved
ROUTE TO RLOB	Optional	Six-character (6) identifier. To reroute a document to another queue, you must enter an existing Routing Line of Business (RLOB) code. The RLOB

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
RLOB		must be valid in combination with the Tran Type entered. This value is pre-filled with the current RLOB unless the current RLOB/Tran Type/User Parm 1 combination is assigned a Next RLOB value.
ROUTE TO TRAN TYPE	Optional	Six-character (6) identifier. To reroute a document to another queue, you must enter an existing Transaction (Tran) Type code. The Tran Type must be valid in combination with the RLOB entered. This value is pre-filled with the current Tran Type unless the current RLOB/Tran Type/User Parm 1 combination is assigned a Next Tran Type value.
ROUTE TO RT CODE	Optional	Six-character (6) identifier. To reroute a document to another queue, you may enter an existing Route Code. The Route Code must be valid in combination with the Route Unit entered. If the Route Code is not entered, then the system fills in the default Route Code defined for the Rlob/Tran Type combination.
ROUTE TO UNIT	Optional	Four-digit (4) identifier. To reroute a document to another queue, you may enter an existing Route Unit. The Route Unit must be valid in combination with the Route Code entered. If the Route Unit is not entered, then the system fills in the default Route Unit defined for the RLOB/Tran Type combination.
HOLD DATE	Optional	You can place a document on hold by entering the hold date. The hold date must be greater than or equal to the current date. The hold date must be entered in the format: mmddyyyy.
HOLD TIME	Optional	You can place a document on hold by entering a specific time, in combination with the hold date entered. The hold time must be greater than the current time if the hold date is equal to the current date. The hold time can be entered in two different formats depending on the Time Format specified in the Application Profile:  Time Format 1. 12 hr format 2. 24 hr format
USERID	Optional	Eight-character (8) identifier. You may send one or many document(s) to another user by entering the Operator ID of that user and selecting the Reroute option on the screen.
PRTY IND	Optional	The priority indicator (N - normal, L - low, M - medium, H - high, X - Maximum) to be assigned to the document(s) when routed to its next destination. The numeric values for normal, low, medium and high are defined in the <i>AIS+ RLOB/Tran Type Profile</i> function. The default maximum value is defined in the <i>AIS+ Application Profile</i> function. If an 'X' is entered in this field, the default maximum value will be displayed to the right of the priority indicator. This value may be changed to any number greater than its current value.
COMMENTS	Optional	General comments that will be added to the document's history log. If two lines are not enough, pressing <PF2> will provide a pop-up window for an additional four lines of comment entry.

## Function Keys

**PF2** - Provides a pop-up window for four lines of additional comment entry.

**PF3** - Returns to the previous function that called the *AIS+ Work With Queued Items* function.

- PF4** - Places all documents in the list on hold.
- PF6** - Process the entered options and return with next set of work.
- PF7** - Scrolls backward through the document list.
- PF8** - Scrolls forward through the document list. Pressing this key on the last page will scroll to the first page and display a 'wrapped' message in the bottom right corner of the screen.
- PF9** - Returns the documents to the operator who routed the work to the queue.
- PF10** - Reroutes all of the documents based upon the entered routing information.
- PF11** - Drops all documents from the list.
- PF19** - Scrolls to the first page in the document list
- PF20** - Scrolls to the last page in the document list
- PF24** - Provides descriptions of the remaining valid function keys.
- ENTER** - Processes the entered options.

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## List Queue Information

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### Introduction

The *AIS+ List Queue Information* function allows you to list all queued items for a particular routing unit. Work loads can also be reassigned from this function.

### Access

The *AIS+ List Queue Information* function can be accessed by any of three (3) methods:

- 1) Enter LQ in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter WM02 on the command line and press <ENTER>.
- 3) Enter WM02 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

**WM02/RUNIT/RCODE/EMPID/FOLDERID**

Security access to this function is granted only when the ADMINISTRATION: LIST QUEUE: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ List Queue Information* provides the ability to obtain a list of documents residing in queues for a particular routing unit, folder ID or assigned employee. The list can be viewed with just the held items, unheld items, or items in process being displayed, or with everything that is currently residing in the routing unit's queues. A specific route code can also be supplied to review just those items within a given queue (route unit + route code).

**Note:** When assignments or re-assignments are performed, the function will update all targeted items. Some items reside on other pages than the one that is currently displayed and scrolling forward or backward will allow you to see all updated line items. Depending upon the number of pages and the number of items being updated will have a direct effect on the response time of this function. To minimize delay in response, specifically select a folder or routing unit to reduce the number of presented pages when attempting to assign or re-assign routed items.

The *AIS+ Customer Data Exit* and the *AIS+ Event Format Exit* are available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

A series of options are available to be used on any folder presented within the list. The displayed options, and the options you are permitted to use, are based upon entries defined in your operator profile.

## Modify

Entering A in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Modify* function. This function will allow you to modify the physical document (i.e. manipulate pages and positioning) or to update its characteristics.

## History

Entering H in the option field and pressing <ENTER> will transfer you to the *AIS+ Document History* function. This function will allow you to review the history of events surrounding the document.

## Move

Entering M in the option field and pressing <ENTER> will transfer you to the *AIS+ Document Copy/Move* function. This function will allow you to move a document from the current folder to another.

## List

Entering L in the option field and pressing <ENTER> will transfer you to the *AIS+ Document List* screen. This function will allow you to view a list of documents associated with the folder.

## View

Entering V in the option field and pressing <ENTER> will display the document on the workstation ID established at sign-on.

## Reassign All Unprocessed Work For An Operator

All work that is not currently in process for a particular user can be reassigned to another user. This is accomplished by entering the user ID of the person to receive the new assignments (REASSIGN TO EMPLOYEE), entering the user ID of the person from which the assignments will come (EMP ASSIGNED), and pressing <F10>. All unprocessed documents will be reassigned to the new user ID. The new user ID must have the ability to work the designated queues before the reassignment can take place.

## Reassign Individual Pieces Of Work

Enter U beside the item(s) you want to reassign, then press <PF5> to first place the screen in UPDate mode. Only those documents not currently in process can be reassigned. Enter the user ID in ASSIGNED EMP ID to which the work will be reassigned. The user must have authority to process the queue before the reassignment can take place. The hold date and time can be modified, if needed. Press <PF5> again and the reassignment will take place and the screen will return to an INQuery mode.



FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
EMP ASSIGNED	Optional	Eight-character (8) identifier. The user ID under which the items will be displayed on the list.
ROUTE CODE	Optional	Six-character (6) identifier. A specific route code within the unit to be reviewed. If not entered, all route codes will display for the unit.
DOCUMENT FILTER	Optional	An indicator to display only held items, unheld items, items in process or all items. H - Display only held items. I - Display only items in process. N - Display only items not on hold.
REASSIGN TO EMPLOYEE	Optional	Eight-character (8) identifier. The user ID to receive the mass reassignment using the <F10> process
# FOLDERS	Display	The total number of folders in the list queue display.
# DOCUMENTS	Display	The total number of documents in the list queue display.
OPT	Optional	Any of the options listed on the option line as determined by your security profile.
PRTY	Display	The priority level assigned to the folder/documents. The list is based upon priority sequence.
FOLDER ID	Display	The folder ID of the document to be processed.  <b>*Note:</b> The folder ID will be displayed if the value of <i>List Queue</i> in the Operator Profile is set to 'Y'. However, if the value is set to 'U', the Userdata will be displayed instead.
DATE RECEIVED	Display	The date in which the document was received into the system.
ROUTE CODE	Display	The route code the document is currently assigned.
RLOB	Display	The routing line of business the document is currently assigned.
TRAN TYPE	Display	The transaction type the document is currently assigned.
PROCESS INDICATOR	Display	The letter 'A' is displayed, if the document is currently being processed. The Assigned Employee ID displays the Operator who is currently working on the document.
ASSIGNED EMP ID	Optional	The user ID of the employee to receive the document on that line.
HOLD DATE	Optional	The date in which the document will be released for processing. This can be readjusted upon reassignment to another user or when placing a document on hold. Format MM DD CCYY
HOLD TIME	Optional	The time in which the document will be released for processing on the held date. This can be readjusted upon reassignment to another user or when placing a document on hold.

## Function Keys

**PF3** - Returns to the previous function that called the *AIS+ List Queue Information* function.

- PF5** - Places the screen in an UPDate mode for individual document reassignment. A second depression completes the reassignment after the desired items have been selected and the user ID entered.
- PF7** - Scrolls backward through the list queue information.
- PF8** - Scrolls forward through the list queue information. Pressing this key on the last page will scroll to the first page and display a 'wrapped' message in the bottom right corner of the screen.
- PF10** - Reassigns all unprocessed items within the queue to the designated user ID.
- PF12** - Cancels the current process and returns to an INQuiry mode.
- PF19** - Scrolls to the first page within the queue list.
- PF20** - Scrolls to the last page within the queue list.



## Hold Information

---

### Introduction

The *AIS+ Hold Information* function displays the current contents of a routing unit's individual route codes.

### Access

The *AIS+ Hold Information* function can be accessed by any of the following three (3) methods:

- 1) Enter HI in the option field on the *AIS+ Main Menu* and press <ENTER>.
- 2) On those screens that are capable of using commands for quick navigation, enter WM03 on the command line and press <ENTER>.
- 3) Enter WM03 on a blank IBM CICS screen (after successfully signing on to AIS+) and press <ENTER>.

The complete fast path command format looks like:

**WM03/ROUTEUNIT**

Security access to this function is granted only when the ADMINISTRATION: LIST QUEUE: flag is set to Y in the operator's security profile.

### General Information

The *AIS+ Hold Information* screen will always display in an INQUIRY mode. The displayed information represents the contents of a particular routing unit. All routing codes associated with the unit will be displayed. These combinations represent individual queues (routing unit + routing code).

For each displayed route code, the screen will display the number of documents currently on hold, the total documents which represents on hold and active, and the highest priority value currently residing in the route code (held or active).

In addition to the individual route codes, a total line for the unit is displayed representing the total on hold, total active, and the combination of the two.



**PF8** - Scrolls forward through the route code list.

## Event History by Operator ID

### Introduction

The *AIS+ Event History by Operator ID* function allows you to view the events associated with your Operator ID.

### Access

The *AIS+ Event History by Operator ID* function can only be accessed by entering the transaction WM04 on either a command line or from a blank CICS screen.

### General Information

This screen will display all events that have been logged with the most recent appearing first. Scrolling through the list can be achieved by using <PF7> and <PF8>.

The format of an event is governed by the *AIS+ Event Format Exit*. Additional information on the use of this exit can be found in the [AIS+ Enterprise Edition System Administrator Manual](#).

The *AIS+ Customer Data Exit* is available to further enhance AIS+ to meet your application requirements. For further information, please refer to the [AIS+ Enterprise Edition System Administrator Manual](#).

### Screen Display

EVENT HISTORY BY OPERATOR ID			NF WM04
OPERATOR ID: 06429			
DATE	TIME	ACTIVITY	
03/15/1995	13:45	DOCUMENT SCANNED, STORED, ROUTED. SCANNER VLUA FOLDID: 2017880 RTCODE: NLPF RT UNIT: 3210 RT LOB: MTG TRAN TYPE: SETUP HOLD DATE: HOLD TIME:	
03/15/1995	13:45	DEFINE DOCUMENT	
03/15/1995	13:44	DOCUMENT SCANNED, STORED, ROUTED. SCANNER VLUA FOLDID: 2017880 RTCODE: NLPF RT UNIT: 3210 RT LOB: MTG TRAN TYPE: SETUP HOLD DATE: HOLD TIME:	
03/15/1995	13:44	DEFINE DOCUMENT	
PF 3=PREVSCR 7=BACKWARD 8=FORWARD			MORE...

*EVENT HISTORY BY OPERATOR ID*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTIONS/COMMENTS
Operator ID	Required	The Operator ID of the events displayed.
DATE	Display	The date in which the activity was logged against the document.
TIME	Display	The time in which the activity was logged against the document.
ACTIVITY	Display	The activity performed with the document.

## Function Keys

**PF3** - Returns to the previous function that called for the *AIS+ Document History by Operator ID* function

**PF7** - Scrolls backward through the event history log

**PF8** - Scrolls forward through the event history log

---

## Host Print

---

### Introduction

The *AIS+ Host Print* function allows you to print a high volume of documents on an IBM JES printer equipped to print Advanced Function Print data streams.

### Access

The *AIS+ Host Print* function can be accessed by either of the following two (2) methods:

- 1) Enter O in the option field corresponding to the document to be printed on the *AIS+ Document List* or the *AIS+ Work with Queued Items*, and press <ENTER>.
- 2) Enter O in the option field corresponding to the folder to be printed on the *AIS+ Folder List by Folder ID*, or the *AIS+ Folder List by Folder Type*, or the *AIS+ Folder List by Folder/Tab List* function and press <ENTER>.

Security access to this function is granted only when the DOCUMENTS: PRINT: flag is set to either H or Y in the operator's security profile.

### General Information

The requestor and recipient labels are maintained in the *AIS+ Application Profile (2) Administration* function. The only labels that are required are the first for each. Those lines without labels are not displayed; therefore, do not require information to be entered. The labels can reflect anything you choose to have entered and will eventually display on the cover sheet created by the *AIS+ Batch Host Print (AIS+ Enterprise Edition System Administrator Manual)*.

The print date reflects the date the request is to be printed. This date can be changed to 'hold' a print request until a later date by entering the date you would like to have the documents printed.

The printer ID is an IBM JES printer attached to your mainframe system. No verification is performed on the entered ID to validate its legitimacy. One must be entered, if not already displayed upon entry into the function.

You can request any number of copies (maximum of 99) to be printed. The default is 1.

The number of documents requested for print will be displayed on the screen. Individual requests from the document list will match one for one. Requests from folders will show the number of documents in the folder that will be printed upon execution of this request.

Please refer to the [AIS+ Enterprise Edition System Administrator Manual](#) for further information on the batch processing of the on-line print requests.

### Screen Display

```

                                PRINT REQUEST                                ZZ HP01

      ** REQUESTOR INFORMATION **                ** RECIPIENT INFORMATION **

LABEL1  MASTER  X MASTER_____ LABEL1  JOHN X DOE_____
LABEL2  515 FAIRMONT AVE_____ LABEL2  123 N. ANY STREET_____
LABEL3  TOWSON, MD 21324_____ LABEL3  ANYTOWN, ZZ 09801_____
LABEL4  (410) 832-8300_____ LABEL4  (010) 321-9999_____

USERID:  MASTER1

PRINT DATE:  1993-10-18      PRINTER ID:  JES12A      NUMBER OF COPIES:  1

FOLDER ID:  FA12345DR

DOCUMENTS REQUESTED:  01

PF 3=PREVSCR 5=PRINT 12=CANCEL
    
```

HOST PRINT

### Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
REQUESTOR: LABEL 1/	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT REQUESTER: LABEL1:
REQUESTOR: FIELD 1	Display	This is the full name of the User ID signed on to AIS+, (i.e. the requestor's name).
REQUESTOR: LABEL 2	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT REQUESTER: LABEL2:
REQUESTOR: FIELD 2	Optional	The second field of entry associated with the requestor. This field is accessible only when REQUESTOR LABEL 2 is present.
REQUESTOR: LABEL 3	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT REQUESTER: LABEL3:
REQUESTOR: FIELD 3	Optional	The third field of entry associated with the requestor. This field is accessible only when a REQUESTOR LABEL 3 is present.
REQUESTOR: LABEL 4	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT REQUESTER: LABEL4:
REQUESTOR: FIELD 4	Optional	The fourth field of entry associated with the requestor. This field is accessible only when REQUESTOR LABEL 4 is present.
RECIPIENT: LABEL 1	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT RECEIVER: LABEL1:

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
RECIPIENT: FIELD 1	Optional	The first field of entry associated with the recipient. This field though optional, should always be entered. If not entered, it defaults to the full name of the User ID signed on to AIS+
RECIPIENT: LABEL 2	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT RECEIVER: LABEL2:
RECIPIENT: FIELD 2	Optional	The second field of entry associated with the recipient. This field is accessible only when RECIPIENT LABEL 2 is present.
RECIPIENT: LABEL 3	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT RECEIVER: LABEL3:
RECIPIENT: FIELD 3	Optional	The third field of entry associated with the recipient. This field is accessible only when RECIPIENT LABEL 3 is present.
RECIPIENT: LABEL 4	Display	Value displayed is from <i>AIS+ Application Profile (2) Administration</i> screen; HOST PRINT RECEIVER: LABEL4:
RECIPIENT: FIELD 4	Optional	The fourth field of entry associated with the recipient. This field is accessible only when RECIPIENT LABEL 4 is present.
USER ID	Display	The operator ID requesting the print function.
PRINT DATE	Required	The date the print request is to be executed. The default date is the date of the request. The print date that is greater than the current date can be entered.
PRINTER ID	Required	The IBM JES printer ID on which the print request will be printed on. If the operator has a default printer assigned in its profile, then the default printer will be initially displayed. If the operator does not have a default printer assigned, then the default printer defined in the application profile will be displayed.
NUMBER OF COPIES	Required	The number of copies to be printed. The default is 1 and the maximum is 99.
FOLDER ID	Display	The folder ID of the documents to be printed.
DOCUMENTS REQUESTED	Display	The number of documents that will be printed. The total printed will be this value multiplied by the number of copies.

## Function Keys

**PF3** - Cancels the uncommitted print request and returns to the function that called for the *AIS+ Host Print* function.

**PF5** - Processes the print request.

**PF12** - Cancels the request and refreshes the screen.



## **Look-up Functions**

---

- **AIS+ Operator Look-up**
- **AIS+ Form Look-up**
- **AIS+ Folder Type Look-up**
- **AIS+ Unit Code Look-up**
- **AIS+ Route Code Look-up**
- **AIS+ RLOB/Tran Type Look-up**

# Operator Look-up

## Introduction

The *AIS+ Operator Look-up* function displays a list of all active operator identifiers and their full names to expedite the search when the operator identifier or name is unknown.

## Access

The *AIS+ Operator Look-up Function* can be accessed by either of the following three (3) methods:

- 1) Enter OP on the *AIS+ System Administration Menu* and press <PF4>.
- 2) Enter OC on the *AIS+ System Administration Menu* and press <PF4>.
- 3) Enter GA on the *AIS+ System Administration Menu* and press <PF4>.

## General Information

The Operator Look-up function can be accessed from the *AIS+ System Administration* function when either option OP (*AIS+ Operator Security Profile*) or option OC (*AIS+ Operator Copy*) or option GA (*AIS+ Group Assignment*) is selected, and <PF4> is pressed. If a value is placed in the Operator ID field, the list will begin with the operator greater than or equal to that value.

A list of active operators and their associated identifiers will be presented. Enter S beside the operator you wish to process and press <ENTER>. The selected operator identifier will appear on the screen of the selected system administration function.

## Screen Display

```

                                OPERATOR LOOKUP                                ZZ UT02

OPTION S=SELECT                                BEGIN LIST WITH OPERATOR: _____

----- FULL NAME -----
- MASTER      MASTER      A MASTER
- OPER01      OPERATOR    ONE
- OPER02      OPERATOR    TWO
- OPER03      OPERATOR    THREE
- OPER05      OPERATOR    FIVE
- OPER07      OPER        SEVEN

AIS0003 -- SELECT AN ITEM AND PRESS <ENTER> TO EXIT.
PF 3=PREVSCR 7=BACKWARD 8=FORWARD
    
```

*OPERATOR LOOK-UP***Field Definitions**

<b>FIELD</b>	<b>ENTRY TYPE</b>	<b>DESCRIPTION/COMMENTS</b>
BEGIN LIST WITH OPERATOR	Optional	An entry in this field causes this list to begin with the Operator ID greater than or equal to its value.
SELECT OPTION	Optional	Enter 'S' in the option field next to the operator identifier you wish to process.
OPERATOR ID	Display	The operator identifier of an operator who has access to the application.
FULL NAME	Display	The first name, middle initial and last name of the operator associated with the identifier.

**Function Keys**

- PF3** - Returns you to the AIS+ System Administration Menu.
- PF7** - Scrolls backward through the operator identifier list.
- PF8** - Scrolls forward through the operator identifier list.

## Form Name Look-up

---

### Introduction

The *AIS+ Form Name Look-up* function displays a list of all existing forms associated with an application.

### Access

The *AIS+ Form Name Look-up* function can only be accessed by entering FP on the *AIS+ System Administration Menu* and pressing <PF4>.

### General Information

The Form Name Look-up function can only be accessed from the *AIS+ System Administration* function when the option FP (*AIS+ Form Profile*) is selected and <PF4> is pressed. If a value is placed in the Form Name field, the list will begin with the form greater than or equal to that value.

A list of available form names will appear. Enter an S beside the form name you wish to process and press <ENTER>. The selected form name will appear on the form profile screen.

### Screen Display

```

                                FORM NAME LOOKUP                                ZZ UT03
                                _____
OPTION  S=SELECT          BEGIN LIST WITH FORM: _____
_ FORM-1                _ FORM-2                _ FORM-3

AIS0003 -- SELECT AN ITEM AND PRESS <ENTER> TO EXIT.
PF 3=PREVSCR 7=BACKWARD 8=FORWARD
```

*FORM NAME LOOK-UP*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
BEGIN LIST WITH FORM	Optional	An entry in this field causes this list to begin with the Form greater than or equal to its value.
SELECT OPTION	Optional	Enter 'S' in the option field next to the form name you wish to process.
FORM NAME	Display	The form names that reside within the application.

## Function Keys

**PF3** - Returns you to the AIS+ System Administration Menu.

**PF7** - Scrolls backward through the form name list.

**PF8** - Scrolls forward through the form name list.

## Folder Type Look-up

### Introduction

The *AIS+ Folder Type Look-up* function displays a list of all existing folder types associated with an application.

### Access

The *AIS+ Folder Type Look-up* function can only be accessed by either of the following two (2) methods:

- 1) Enter FD on the *AIS+ System Administration Menu* and press <PF4>.
- 2) Enter FA, FT, or IS on the *AIS+ Main Menu* and press <PF4>.

### General Information

A list of available folder types within the application will appear. Enter S beside the folder type you wish to process and press <ENTER>. The selected folder type will appear on the folder profile screen.

### Screen Display

```

                                FOLDER TYPE LOOKUP                                ZZ UT04

                                OPTION  S=SELECT

  _  F0   NO SEC INDEX IVP FOLDER TYPE
  _  F1   1 SEC INDEX IVP FOLDER TYPE
  _  F2   2 SEC INDEXES IVP FOLDER TYPE
  _  F3   3 SEC INDEXES IVP FOLDER TYPE

AIS0003 -- SELECT AN ITEM AND PRESS <ENTER> TO EXIT.
PF 3=PREVSCR 7=BACKWARD 8=FORWARD

```

*FOLDER TYPE LOOK-UP*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
SELECT OPTION	Optional	Enter 'S' in the option field next to the folder type you wish to process.
FOLDER TYPE	Display	The two-character (2) folder types associated with the application.
FOLDER DESCRIPTION NAME	Display	The default folder description associated with the corresponding folder type.

## Function Keys

- PF3** - Returns you to the AIS+ System Administration Menu or the AIS+ Main Menu.
- PF7** - Scrolls backward through the folder type list.
- PF8** - Scrolls forward through the folder type list.

## Unit Code Look-up

### Introduction

The *AIS+ Unit Code Look-up* function displays a list of all existing unit code structures associated with an application.

### Access

The *AIS+ Unit Code Look-up* function can only be accessed by either of the following two (2) methods:

- 1) Enter HI or LQ on the *AIS+ Main Menu* and press <PF4>.
- 2) Enter UN on the *AIS+ System Administration Menu* and press <PF4>

### General Information

A list of available unit code structures will appear. A structure is comprised of a category of work, a user parameter 1 and a user parameter 2 value. Enter an S beside the unit structure you would like to access and press <ENTER>. The selected unit structure will appear on the selected screen.

### Screen Display

```

                                UNIT CODE LOOKUP                                ZZ UT06

OPTION S=SELECT

  PRM1      PRM2 CAT UNIT      PRM1      PRM2 CAT UNIT      PRM1      PRM2 CAT UNIT
  _         00000000 01 1000   _         00000000 02 2000   _         00000000 03 0200
  _         00000000 07 0451   _         00000000 08 0052   _         00000001 02 2000
  _         000000010 TT 0002   _ 01     000000001 01 1000   _ 02     00000001 01 1000
  _ ABCD 111111110 07 1000   _ ABCD 111111110 08 1000   _ ABCD 111111111 07 1000
  _ ABCD 111111112 01 1000   _ ABCD 111111113 01 1000   _ KARE 000000010 10 0010
  _ KARE 000000034 34 0034   _ 01     000000002 02 1000   _ 3      000000009 KS 0023

AIS0003 -- SELECT AN ITEM AND PRESS <ENTER> TO EXIT.
PF 3=PREVSCR 7=BACKWARD 8=FORWARD

```

*UNIT CODE LOOK-UP*



## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
SELECT OPTION	Optional	Enter 'S' in the option field next to the unit code structure you wish to process.
USER PARAMETER 1	Display	The User Parameter 1 field you use in building a routing structure for the unit.
USER PARAMETER 2	Display	The User Parameter 2 field you use in building a routing structure for the unit.
CATEGORY OF WORK	Display	The Category of Work you use in building a routing structure for the unit.
UNIT	Display	The Unit Code associated with your defined routing structure.

## Function Keys

- PF3** - Returns you to the function that called the *AIS+ Unit Code Look-up* function.
- PF7** - Scrolls backward through the unit structure list.
- PF8** - Scrolls forward through the unit structure list.

## Unit/Route Code Look-up

### Introduction

The *AIS+ Unit/Route Code Look-up* function displays a list of all existing unit code structures associated with an application.

### Access

The *AIS+ Unit/Route Code Look-up* function can be accessed by entering RC on the *AIS+ System Administration Menu*, and pressing <PF4>.

### General Information

A list of available unit/route code combinations will appear. A combination represents a routing queue. Enter an S beside the unit/route code combination you would like to access and press <ENTER>. The selected combination will appear on the *AIS+ Unit/Route Code Profile* screen.

### Screen Display

```

                                UNIT/ROUTE CODE LOOKUP                                ZZ UT07
OPTION  S=SELECT

      UNIT/RTCODE      UNIT/RTCODE      UNIT/RTCODE      UNIT/RTCODE      UNIT/RTCODE
_ 0002 RR      _ 0052 KARENS  _ 0052 ROUT01  _ 0052 ROUT02  _ 0052 ROUT03
_ 0052 ROUT05  _ 0052 ROUT07  _ 0052 ROUT09  _ 0052 ROUT11  _ 0052 ROUT13
_ 0052 ROUT15  _ 0052 ROUT17  _ 0052 ROUT19  _ 0052 ROUT21  _ 0052 ROUT23
_ 0052 ROUT25  _ 0052 ROUT27  _ 0052 ROUT29  _ 0052 ROUT31  _ 0052 ROUT33
_ 0052 ROUT35  _ 0052 ROUT37  _ 0060 ROUT01  _ 0060 ROUT02  _ 0060 ROUT10
_ 0100 CLAIM   _ 0100 ADJUST

AIS0003 -- SELECT AN ITEM AND PRESS <ENTER> TO EXIT.
PF 3=PREVSCR 7=BACKWARD 8=FORWARD

```

*UNIT/ROUTE CODE LOOK-UP*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
SELECT OPTION	Optional	Enter 'S' in the option field next to the unit/route code combination you wish to process.
UNIT	Display	The unit code portion of the queue combination. A queue represents the combination of a unit and a route code.
ROUTE CODE	Display	The route code portion of the queue combination. A queue represents the combination of a unit and a route code.

## Function Keys

**PF3** - Returns you to the function that called the *AIS+ Unit/Route Code Look-up* function.

**PF7** - Scrolls backward through the unit/route code list.

**PF8** - Scrolls forward through the unit/route code list.

## RLOB/Tran Type Look-up

### Introduction

The *AIS+ RLOB/Tran Type Look-up* function displays a list of all existing routing structures associated with an application.

### Access

The *AIS+ RLOB/Tran Type Look-up* function can only be accessed by entering RT on the *AIS+ System Administration Menu* and press <PF4>.

### General Information

A list of available routing line of business and transaction type combinations will appear. A combination represents a business flow. Enter an S beside the RLOB/Tran Type combination you would like to access and press <ENTER>. The selected combination will appear on the *AIS+ RLOB/Tran Type Profile* screen.

### Screen Display

RLOB/TRAN TYPE LOOKUP					ZZ UT08	
OPTION	S=SELECT	RLOB	TRAN TYPE	USRPRM1	CATWORK	RTCODE
_		RLOB1	TRAN1		01	ROUTE1
_		RLOB1	TRAN6		01	ROUTE1
_		RLOB2	TRAN1		01	ROUTE2
_		RLOB2	TRAN2		02	ROUTE2
_		RLOB3	TRAN3		03	ROUTE3
_		RLOB4	TRAN4		01	KARENS
_		RLOB5	TRAN2	111111111	02	ROUTE5
_		RLOB5	TRAN3	111111112	03	ROUTE6

AIS0003 -- SELECT AN ITEM AND PRESS <ENTER> TO EXIT.  
 PF 3=PREVSCR 7=BACKWARD 8=FORWARD

*RLOB/TRAN TYPE LOOK-UP*

## Field Definitions

FIELD	ENTRY TYPE	DESCRIPTION/COMMENTS
SELECT OPTION	Optional	Enter 'S' in the option field next to the RLOB/Tran Type structure you wish to process.
ROUTING LINE OF BUSINESS	Display	The routing line of business portion of your routing structure.
TRANSACTION TYPE	Display	The transaction type of your routing structure.
USER PARAMETER 1	Display	The user parameter 1 value of your routing structure.
CATEGORY OF WORK	Display	The category of work portion of your routing structure.
ROUTE CODE	Display	The route code portion of your routing structure.

## Function Keys

**PF3** - Returns you to the function that called the *AIS+ RLOB/Tran Type Look-up* function.

**PF7** - Scrolls backward through the RLOB/Tran Type list.

**PF8** - Scrolls forward through the RLOB/Tran Type list.

## Appendix A: Fast Path Commands & Parameter Descriptions

The following fast path commands are available for the AIS+ system:

Fast Path Command	Fast Path Command Format
Application Profile 1	SA05
Application Profile 2	SA13
Document Index and Scan	DC06/FOLDERTYPE/FOLDERKEY/FORMNAME /TABDESCRIPTION
Document List	DC01/FOLDERID/TABDESCRIPTION/FORMNAME
Event History by Operator ID	WM04/OPERATORID
Folder Addition	FD01/FOLDERTYPE/FOLDERID
Folder Deletion	FD05/FOLDERID
Folder List by Type	FD02/FOLDERTYPE
Folder List by ID	FD03/FOLDERTYPE/FOLDERID
Folder Profile	SA04/FOLDERTYPE
Folder Tab List	FD04/FOLDERID
Folder Update	FD06/FOLDERID
Form Profile	SA03/FORMNAME
Group Assignment	SA14/OPERATORID
Holdover Information	WM03/ROUTEUNIT
List QUEUE Information	WM02/RUNIT/RCODE/EMPID/FOLDERID
Note Add	NT03/FOLDERID
Note List	NT01/FOLDERID/STARTDATE/ENDDATE
Operator Assignment	SA02/OPERATORID
Operator Profile Copy	SA06/OPERATORID/DESTOPERATORID
Operator Security Profile	SA01/OPERATORID
RLOB/Transaction Type Profile	SA12/RLOB/TRANTYPE/USERPARM1
Sign-on	SO01/OPERATORID/PASSWORD/MENUOPT/APPLID/ WORKSTATIONID
Unit Code Profile	SA10/USERPARM1/USERPARM2/CATWORK
Unit/Route Code Profile	SA11/ROUTEUNIT/ROUTECODE
Work Queued Items	WM01

The following describe the fast path command parameters for the AIS+ system:

Fast Path Parameter	Fast Path parameter Description
APPLID	The Application ID you will be processing.
CATWORK	The Category of Work you will use for routing.
DESTOPERATORID	A new Operator ID
ENDDATE	The Ending Date, (formatted “mmddccyy”), for which the list will end.
FOLDERID	The Folder ID that will be processed (includes folder type as the

	prefix).
FOLDERKEY	The Folder ID that will be processed (does not include folder type as the prefix).
FOLDERTYPE	The Folder Type you will be processing.
FORMNAME	The Form you will be processing.
MENUOPT	An indicator informing the system whether you want to see the main menu upon entering the application or you will access the system functions through native IBM CICS transactions.
OPERATORID	The Operator ID that the function will process against.
PASSWORD	The Password assigned to the Operator ID.
ROUTECODE	The Routing Code you will be processing.
ROUTEUNIT	The Routing Unit you will be processing.
STARTDATE	The Starting Date, (formatted “mmddccyy”), from which the list will begin.
TABDESCRIPTION	The Tab you will be processing.
TRANTYPE	The Transaction Type you will use for routing.
USERPARAM1	The User Parameter 1 you will use for routing.
USERPARAM2	The User Parameter 2 you will use for routing.
WORKSTATIONID	The Workstation ID where you are currently sitting.

## Appendix B: Error Messages

Code	Description
AIS0000	PRESS PF5 TO DELETE, PF3 TO CANCEL
AIS0001	AN INVALID KEY WAS DEPRESSED
AIS0002	NO FOLDERS CAN BE FOUND USING THE ABOVE INDICES
AIS0003	SELECT AN ITEM AND PRESS <ENTER> TO EXIT
AIS0004	AN OPERATOR ID MUST BE ENTERED
AIS0005	A NON-EXISTENT OPERATOR ID WAS ENTERED
AIS0006	OPERATOR ID AND PASSWORD ARE NOT RELATED
AIS0007	AN ATTEMPT WAS MADE TO ACCESS AN INACTIVE OPERATOR
AIS0008	OPERATOR IS NOT ABLE TO ACCESS ANY FUNCTIONS
AIS0009	THE REQUESTED FUNCTION IS CURRENTLY UNAVAILABLE
AIS0010	A MENU SELECTION MUST BE MADE
AIS0011	AN INVALID MENU SELECTION WAS ATTEMPTED
AIS0012	AN INVALID APPLICATION ID WAS ENTERED
AIS0013	A FOLDER ID MUST BE ENTERED
AIS0014	REQUESTED FOLDER ID DOES NOT EXIST
AIS0015	THIS IS THE FIRST PAGE OF REQUESTED INFORMATION
AIS0016	THIS IS THE LAST PAGE OF REQUESTED INFORMATION
AIS0017	A LIST OPTION IS REQUIRED OR DEPRESS A LISTED PFKEY
AIS0018	AN INVALID LIST OPTION WAS ENTERED
AIS0019	A FOLDER THAT ALREADY EXISTS CANNOT BE ADDED
AIS0020	THE FOLDER TYPE IN THE FOLDER ID IS INVALID
AIS0021	ENTER ALL SECONDARY INDEX INFORMATION FOR THE FOLDER
AIS0022	SECONDARY INDEX INFORMATION MUST BE ENTERED
AIS0023	THE FOLDER WAS SUCCESSFULLY ADDED
AIS0024	THE FOLDER TYPE DOES NOT EXIST FOR THIS APPLICATION
AIS0025	OPERATOR NOT AUTHORIZED FOR APPLICATION
AIS0026	A SECONDARY INDEX ENTRY IS REQUIRED
AIS0027	INITIAL DATE/TIME STAMP IS MISSING
AIS0028	THE ENTERED DATE/TIME COMBINATION IS INVALID
AIS0029	THERE ARE NO NOTES FOR THE SUPPLIED DATE/TIME RANGE
AIS0030	THE ENTERED TIME IS NOT NUMERIC
AIS0031	TIME IS A REQUIRED ENTRY
AIS0032	THE ENTERED DATE IS NOT NUMERIC
AIS0033	DATE IS A REQUIRED ENTRY
AIS0034	FOLDER/DOCUMENT SECURITY LEVEL MUST BE NUMERIC
AIS0035	FOLDER/DOCUMENT SECURITY MUST BE BETWEEN 1 AND 99
AIS0036	FOLDER/DOCUMENT SECURITY LEVEL MUST BE ENTERED
AIS0037	A FOLDER DESCRIPTION MUST BE ENTERED
AIS0038	THE INDEX LABEL MUST BE ENTERED



Code	Description
AIS0039	THE INDEX LENGTH MUST BE ENTERED
AIS0040	THE INDEX LENGTH MUST BE BETWEEN 1 AND 40
AIS0041	THE INDEX LENGTH AND LABEL MUST BOTH BE ENTERED
AIS0042	A FOLDER TYPE NEEDS TO BE ENTERED
AIS0043	THE FOLDER TYPE IN QUESTION DOES NOT EXIST
AIS0044	THE INDEX LENGTH MUST BE NUMERIC
AIS0045	PRESS CLEAR TO EXIT OR PF3 TO RETURN TO NOTE LIST
AIS0046	A SHORT DESCRIPTION AND TEXT MUST BE ENTERED
AIS0047	PRESS PF5 TO ADD, PF12 TO CANCEL
AIS0048	THE NOTE HAS BEEN ADDED TO THE FOLDER
AIS0049	THE FIRST TAB DESCRIPTION MUST BE ENTERED
AIS0050	THE FIRST TAB NUMBER MUST BE ENTERED
AIS0051	BOTH PARTS OF THE TAB MUST BE ENTERED, IF USED
AIS0052	THE TAB NUMBER ALREADY EXISTS FOR THIS FOLDER
AIS0053	PRESS PF5 TO ADD/UPDATE, PF12 TO CANCEL
AIS0054	REQUESTED TRANSACTION IS INVALID, PLEASE RE-ENTER
AIS0055	THE FOLDER PROFILE HAS BEEN ADDED
AIS0056	AN EXISTING FOLDER PROFILE CAN NOT BE RE-ADDED
AIS0057	THE FOLDER PROFILE HAS BEEN UPDATED
AIS0058	A NON-EXISTENT FOLDER PROFILE CAN NOT BE UPDATED
AIS0059	ENTER A COMMAND OR PRESS A PFKEY TO EXIT THE PROFILE
AIS0060	AN OPERATOR CANNOT BE ADDED THAT ALREADY EXISTS
AIS0061	THE OPERATOR WAS SUCCESSFULLY ADDED
AIS0062	VALUE MUST BE A "Y" OR "N"
AIS0063	OPERATOR EMPLOYMENT STATUS IS REQUIRED
AIS0064	OPERATOR EMPLOYMENT STATUS MUST BE "A", "I", OR "D"
AIS0065	FULL NAME MUST BE ENTERED
AIS0066	PLEASE COMPLETE OR CANCEL OPERATION BEFORE TRANSFER
AIS0067	SYSTEM ADMINISTRATOR ID IS NOT A VALID OPERATOR
AIS0068	APPLICATION DESCRIPTION MUST NOT BE BLANK
AIS0069	INVALID FORMAT SELECTED
AIS0070	INVALID TEMPID TYPE ENTERED, VALID TYPES ARE 1,2,3,4
AIS0071	OPERATOR SUCCESSFULLY UPDATED
AIS0072	A FORM NAME MUST BE ENTERED
AIS0073	REQUESTED FORM NAME DOES NOT EXIST
AIS0074	A DOCUMENT CANNOT BE ADDED THAT ALREADY EXISTS
AIS0075	THE DOCUMENT PROFILE WAS SUCCESSFULLY ADDED
AIS0076	THE DOCUMENT PROFILE WAS SUCCESSFULLY UPDATED
AIS0077	A DOCUMENT DESCRIPTION MUST BE ENTERED
AIS0078	A DOCUMENT DATE LABEL MUST BE ENTERED
AIS0079	TAB DESCRIPTION DOES NOT EXIST FOR FOLDER TYPE
AIS0080	DOCUMENT, FOLDER TYPE HAS EXISTING TAB DESCRIPTION

Code	Description
AIS0081	TEMPID PREFIX MUST BE ENTERED
AIS0082	LENGTH OF FOLDER ID MUST BE 26
AIS0083	INPUT LENGTH GREATER THAN INDEX LENGTH
AIS0084	TEMP. ID HAS BEEN GENERATED. BEGIN NEXT INDEX
AIS0085	FOLDER HAS BEEN SUCCESSFULLY ADDED CONTINUE INDEX
AIS0086	ENTER FORM NAME & FOLDER ID FOR THIS DOCUMENT
AIS0087	ENTER/UPDATE APPROPRIATE DOCUMENT INFORMATION
AIS0088	ENTER/UPDATE APPROPRIATE FOLDER INFORMATION
AIS0089	ENTER AN "S" TO SELECT AN ITEM
AIS0090	PRINTER IS NOT DEFINED TO THE SYSTEM
AIS0091	DELETE MESSAGE MUST BE ENTERED
AIS0092	DELETE REASON CODE MUST BE ENTERED
AIS0093	DELETE REASON CODE INVALID, PLEASE RE-ENTER
AIS0094	PRESS PF5 TO ADD FOLDER
AIS0095	APPLICATION PROFILE UPDATED
AIS0096	ONLY ONE ITEM MAY BE SELECTED
AIS0097	ROUTE UNIT DOES NOT EXIST
AIS0098	FOLDER CANNOT BE DELETED, OBJECTS EXIST
AIS0099	FOLDER CANNOT BE DELETED, OBJECT SCAN PENDING
AIS0100	OBJECT PENDING, CANNOT BE DELETED
AIS0101	NO DOC. EXIST UNDER THIS SELECTION CRITERIA
AIS0102	ROUTE/PRINT/VIEW PROCESS REQUEST HAS BEEN PROCESSED
AIS0103	PRINTER MUST BE SUPPLIED FOR A PRINTER SELECTION
AIS0104	ROUTING INFO MUST BE SUPPLIED FOR ROUTE SELECTION
AIS0105	A TAB DESCRIPTION MUST BE ENTERED
AIS0106	VERSION NUMBER IS GREATER THAN THE MAXIMUM VERSION
AIS0107	FOLDER INFORMATION HAS BEEN UPDATED
AIS0108	THERE ARE NO OPERATORS FOUND, PRESS PF3 TO EXIT
AIS0109	THERE ARE NO FORMS FOUND, PRESS PF3 TO EXIT
AIS0110	THERE ARE NO FOLDERS FOUND, PRESS PF3 TO EXIT
AIS0111	AN ACTION MUST BE ENTERED
AIS0112	AN INVALID ACTION WAS ENTERED
AIS0113	A PAGE NUMBER MUST BE ENTERED
AIS0114	FOLDER HAS BEEN SUCCESSFULLY DELETED
AIS0115	NOTE HAS BEEN SUCCESSFULLY DELETED
AIS0116	NOTE CANNOT BE FOUND
AIS0117	PRESS PF5 TO DELETE
AIS0118	WARNING! FAF API ERROR!
AIS0119	FOLDER TYPE MUST REMAIN THE SAME AS THE ORIGINAL
AIS0120	THE DOCUMENT HAS BEEN MOVED
AIS0121	THE DOCUMENT HAS BEEN COPIED
AIS0122	FOLDER/TAB CANNOT BE THE SAME AS THE ORIGINAL

Code	Description
AIS0123	CANNOT DUPLICATE DOCUMENT WITHIN SAME FOLDER
AIS0124	DOCUMENT HAS BEEN SUCCESSFULLY DELETED
AIS0125	THERE IS NO WORK FOR THE ROUTE UNIT SPECIFIED
AIS0126	PRIMARY KEY MUST BE ENTERED
AIS0127	NOT AUTHORIZED TO ADD FOLDERS THROUGH INDEX FUNCTION
AIS0128	OPERATOR IS NOT AUTHORIZED TO PERFORM FUNCTION
AIS0129	FORM CANNOT HAVE DUPLICATE FOLDER TYPES
AIS0130	MAX DAYS CANNOT BE LESS THAN MIN DAYS
AIS0131	ALLOW PENDING REQUIRED, PLEASE ENTER
AIS0132	ALLOW PENDING MUST BE "Y" OR "N"
AIS0133	PEND AWAKE FLAG REQUIRED, PLEASE ENTER
AIS0134	PEND AWAKE FLAG MUST BE "Q" OR "A"
AIS0135	RLOB REQUIRED, PLEASE ENTER
AIS0136	TRANTYPE REQUIRED, PLEASE ENTER
AIS0137	RLOB/TRANTYPE INVALID, PLEASE RE-ENTER
AIS0138	RETAIN PAPER REQUIRED, PLEASE ENTER
AIS0139	RETAIN PAPER MUST BE "Y" OR "N"
AIS0140	MINIMUM DAYS REQUIRED, PLEASE ENTER
AIS0141	MINIMUM DAYS MUST BE NUMERIC, PLEASE RE-ENTER
AIS0142	MAXIMUM DAYS REQUIRED, PLEASE ENTER
AIS0143	MAXIMUM DAYS MUST BE NUMERIC, PLEASE RE-ENTER
AIS0144	PAGE NUMBER FORMAT INVALID FOR ACTION REQUESTED
AIS0145	REQUESTED PAGES HAVE BEEN PROCESSED
AIS0146	THE ROUTE UNIT MUST BE NUMERIC AND > ZEROES
AIS0147	INVALID REASSIGN WAS ATTEMPTED
AIS0148	ENTER REASSIGN TO EMPLOYEE AND PRESS PF10
AIS0149	ENTER Y OR N FOR ROUTING
AIS0150	PRESS PF5 TO PROCESS
AIS0151	ALL DOCUMENTS MAY NOT BE DISPLAYED
AIS0152	THERE ARE NO DOCUMENTS AVAILABLE IN ASSIGNED QUEUES
AIS0153	FOLDER TYPE LOOKUP NOT VALID FOR THIS SELECTION
AIS0154	COPY TO NEW FOLDER ID UNSUCCESSFUL, DUPLICATE OBJECT
AIS0155	QUEUE STATUS MUST BE "A" OR "I"
AIS0156	ROUTE/UNIT CODE COMBINATION INVALID, PLEASE RE-ENTER
AIS0157	OPERATOR ASSIGNMENT LIMIT HAS BEEN REACHED
AIS0158	DOCUMENT CANNOT BE MOVED, MODIFY PENDING
AIS0159	FUNCTION NOT AVAILABLE, DOCUMENT IS IN ROUTING
AIS0160	PAGE NUMBER CANNOT EXCEED TOTAL PAGES
AIS0161	ROUTE CODE/ROUTE UNIT INVALID, PLEASE RE-ENTER
AIS0162	NO INFORMATION FOUND FOR SELECTED CRITERIA
AIS0163	ROUTING INFORMATION HAS BEEN UPDATED
AIS0164	REASSIGNMENT OF QUEUED ITEMS SUCCESSFUL

Code	Description
AIS0165	INVALID ASSIGNED EMPLOYEE ID WAS ENTERED
AIS0166	INVALID DATE ENTERED
AIS0167	INVALID TIME ENTERED
AIS0168	HOLD DATE MUST BE > THAN OR EQUAL TO TODAY'S DATE
AIS0169	HOLD TIME MUST BE GREATER THAN CURRENT TIME
AIS0170	DOCUMENT HISTORY DOES NOT EXIST
AIS0171	NO DELETE REASON CODES EXIST, DELETE NOT AVAILABLE
AIS0172	NO HISTORY EVENTS EXIST FOR OPERATOR
AIS0173	NO DOCUMENTS EXIST FOR THIS FOLDER
AIS0174	NO PREVIOUS OPERATOR TO RETURN DOCUMENT TO
AIS0175	OPTION IS UNAVAILABLE AT THIS TIME
AIS0176	TEMP ID PREFIX IS INVALID, PLEASE RE-ENTER
AIS0177	TAB ENTRY NOT FOUND, RE-ENTER VALID TAB VALUE
AIS0178	PF8 FORWARD FOR MORE DOCUMENTS
AIS0179	INVALID APPLID/FORM NAME/FOLDER TYPE - TAB NOT FOUND
AIS0180	INVALID OPTION. LIST PROGRAM ALREADY ACTIVE FOR USER
AIS0181	TRANSACTION ALREADY ACTIVE, USER MUST PF3 TO REACCESS
AIS0182	ROUTE CODE/ROUTE UNIT ALREADY ENTERED FOR OPERATOR
AIS0183	DOCUMENT ALREADY DELETED, PRESS PF3 TO RETURN TO LIST
AIS0184	NO INFORMATION SELECTED, UPDATE NOT AVAILABLE
AIS0185	ENTER OPTION "U" AND PF5 TO UPDATE OR PF12 TO CANCEL
AIS0186	VALID OPTIONS FOR COMPLETION ARE "P,V,R,N,X"
AIS0187	APPLICATION ID MUST BE ENTERED
AIS0188	APPLICATION ID ALREADY EXISTS
AIS0189	ENTER APPLICATION INFORMATION AND PRESS PF5 TO ADD
AIS0190	A VALID CREATE SITE MUST BE ENTERED
AIS0191	START DATE MUST BE LESS THAN OR EQUAL TO END DATE
AIS0192	BOTH DATE FIELDS MUST BE ENTERED
AIS0193	OBJECT DESCRIPTION HAS BEEN UPDATED
AIS0194	CUSTOMER EXIT FAILURE, CONTACT SYSTEM ADMINISTRATOR
AIS0195	DOCUMENT ALREADY MOVED, PRESS PF3 TO RETURN TO LIST
AIS0196	NO UNDELETE REASON CODES EXIST/UNDELETE NOT AVAILABLE
AIS0197	DOCUMENT ALREADY UNDELETED, PRESS PF3 FOR DOC LIST
AIS0198	OBJECT PENDING, CANNOT BE UNDELETED
AIS0199	DOCUMENT HAS BEEN SUCCESSFULLY UNDELETED
AIS0200	PRESS PF5 TO UNDELETE
AIS0201	DOCUMENT ALREADY DELETED
AIS0202	DOCUMENT ALREADY UNDELETED
AIS0203	ENTER Y OR N FOR LIST ALL FUNCTION
AIS0204	DOCUMENTS SENT TO WORKSTATION FOR MERGE FUNCTION
AIS0205	SEC INDICES DO NOT EXIST, FOLDER LIST CANNOT BE USED
AIS0206	SEND WORK MUST BE (Y) OR (N) PLEASE RE-ENTER

Code	Description
AIS0207	THIS ROUTE CODE/UNIT ARE NOT ACTIVE FOR THIS OPERATOR
AIS0208	RETENTION PERIOD IS NOT NUMERIC
AIS0209	MANAGEMENT CLASS REQUIRED
AIS0210	STORAGE CLASS REQUIRED
AIS0211	COLLECTION NAME NOT FOUND - INVALID
AIS0212	OBJECTS ALREADY EXIST AT THIS ROUTING DESTINATION
AIS0213	OPERATOR ID CONTAINS INVALID CHARACTERS
AIS0214	FUNCTIONS CANNOT BE ENTERED FOR OLD VERSIONS
AIS0215	DOCUMENT FILTER MUST BE "H", "I" OR "N"
AIS0216	FORM NAME HAS BEEN UPDATED
AIS0217	INVALID TRANSACTION FROM THIS LIST
AIS0218	SEARCH LENGTH GREATER THAN INDEX LENGTH
AIS0219	THE SEARCH LENGTH MUST BE NUMERIC
AIS0220	INPUT LENGTH LESS THAN MINIMUM LENGTH REQUIRED
AIS0221	THERE ARE NO DOCUMENTS TO BE PROCESSED
AIS0222	INVALID DATE, FORMAT IS CCYY-MM-DD FOR RECEIVED DATE
AIS0223	SEARCH LENGTH GREATER THAN PRIMARY LENGTH
AIS0224	DOC VIEW FLAG MUST BE "Y","N","H","B","A","W" OR "Q"
AIS0225	DATE RECEIVED HAS BEEN UPDATED
AIS0226	INVALID PRIORITY INDICATOR ENTERED
AIS0227	FIELD INVALID. DOCUMENT IS NOT IN ROUTING
AIS0228	DOCUMENT PRIORITY HAS BEEN UPDATED
AIS0229	DOCUMENT EXPIRATION DATE HAS BEEN UPDATED
AIS0230	ROUTING INFO NOT UPDATABLE, DOCUMENT IS IN PROCESS
AIS0231	DOCUMENT SECURITY CLASS HAS BEEN UPDATED
AIS0232	ASSIGNMENTS ALREADY EXIST FOR THIS OPERATOR
AIS0233	OPERATOR ASSIGNMENTS HAVE BEEN COPIED
AIS0234	ODM AND FAF CONNECTION DOWN. CALL SYSTEMS SUPPORT
AIS0235	PLEASE SIGNON WITH WORKSTATION ID FOR OPTIONS D,M,R
AIS0236	INSERT TO HOST PRINT UNSUCCESSFUL, DUPLICATE ROW
AIS0237	WORK IS NOT AVAILABLE AT THIS TIME, PLEASE RETRY
AIS0238	WORK IS NOT AVAILABLE TO PROCESS, PLEASE RETRY
AIS0239	DATE AND TIME MUST BE ENTERED TOGETHER
AIS0240	WORK/ROUTING INFORMATION UNAVAILABLE, PLEASE RETRY
AIS0241	SEND WORK CANNOT BE PERFORMED, DOCUMENT IS INPROCESS
AIS0242	USER PARM2 IS A REQUIRED FIELD, PLEASE ENTER
AIS0243	OPTION(S) PROCESSED SUCCESSFULLY
AIS0244	MAXIMUM DAYS MUST BE NUMERIC, PLEASE RE-ENTER
AIS0245	COLLECTION NAME REQUIRED, PLEASE ENTER
AIS0246	NEXT PAGE IS UNAVAILABLE, PLEASE RETRY
AIS0247	A PASSWORD MUST BE ENTERED.
AIS0248	RECEIVE DATE MUST NOT BE GREATER THAN THE CURRENT DATE

Code	Description
AIS0249	PRESS PF5 FOR UPDATE MODE
AIS0250	PAGES SELECTED ARE NOT IN TOTAL PAGE RANGE
AIS0251	DOCUMENT CANNOT BE ROUTED, MODIFY PENDING
AIS0252	PRESS PF6 TO COPY, PF12 TO CANCEL
AIS0253	DEFINE FOLDER NOT AVAILABLE, PLEASE RETRY TRANSACTION
AIS0254	DEFINE OBJECT NOT AVAILABLE, PLEASE RETRY TRANSACTION
AIS0255	DOCUMENT CANNOT BE SENT, MODIFY PENDING
AIS0256	DOCUMENT CANNOT BE CHANGED, MODIFY PENDING
AIS0257	FOLDER ADD FLAG MUST BE "Y","N","I","T" OR "D"
AIS0258	MOVE TO NEW FOLDER ID UNSUCCESSFUL, DUPLICATE OBJECT
AIS0259	OPERATOR IS NOT AUTHORIZED TO PERFORM COPY FUNCTION
AIS0260	SOURCE DOCUMENT CANNOT BE MERGED, MODIFY PENDING
AIS0261	DESTINATION DOCUMENT CANNOT BE MERGED, MODIFY PENDING
AIS0262	INPUT LENGTH GREATER THAN ALLOWED FOLDER LENGTH
AIS0263	THE INDEX LENGTH MUST BE BETWEEN 1 AND 24
AIS0264	THE INDEX LENGTH MUST BE BETWEEN 1 AND 26
AIS0265	OPTION UNAVAILABLE DURING UPDATE MODE
AIS0266	NO CHANGES MADE, UPDATE NOT PERFORMED
AIS0267	NO CHANGES MADE FOR UPDATE OPTION
AIS0268	PLEASE ENTER A ROUTE UNIT
AIS0269	PFKEY DEPRESSED UNAVAILABLE IN UPDATE MODE
AIS0270	DOCUMENTS IN PROCESS CANNOT BE UPDATED
AIS0271	NOT ALL DOCUMENTS WERE RE-ASSIGNED
AIS0272	DOCUMENT MODIFICATIONS SUCCESSFUL
AIS0273	REQUESTED FOLDER ID ALREADY EXISTS
AIS0274	STORAGE CLASS DOES NOT EXIST IN OAM
AIS0275	MANAGEMENT CLASS DOES NOT EXIST IN OAM
AIS0276	LOOKUP NOT VALID FOR THIS SELECTION
AIS0277	CAN NOT DELETE AN UNASSIGNED COMBINATION
AIS0278	MASK CAN NOT BE GREATER THAN INDEX LENGTH
AIS0279	PRINT DATE MUST BE = OR GREATER THAN TODAY'S DATE
AIS0280	PRINTER ID MUST BE ENTERED
AIS0281	VALID ENTRIES ARE 1 THRU 99
AIS0282	PRESS PF5 TO PROCESS HOST PRINT REQUEST
AIS0283	PRINT REQUEST PROCESSED, PF3 TO RETURN
AIS0284	DOCUMENT HAS BEEN CHANGED: PLEASE REFRESH YOUR SCREEN
AIS0285	ENTERED DATE IS INVALID, FORMAT IS CCCC-MM-DD
AIS0286	REQUEST CANCELLED, NOTIFY SYSTEMS, EYTOPPF
AIS0287	REQUEST CANCELLED, NOTIFY SYSTEMS, AISPRTRQ
AIS0288	REQUEST CANCELLED, NOTIFY SYSTEMS, EYPTONAM
AIS0289	REQUEST CANCELLED, NOTIFY SYSTEMS, EYPTCOLL
AIS0290	REQUEST CANCELLED, NOTIFY SYSTEMS, AISPRTDT

Code	Description
AIS0291	REQUEST CANCELLED, NOTIFY SYSTEMS, FETCH DOC
AIS0292	INVALID REQUEST, NO DOCUMENTS TO PRINT
AIS0293	CAN NOT DELETE, WORK HAS BEEN ASSIGNED TO IT
AIS0294	CAN NOT TRANSFER, PROGRAM IS ALREADY 7 LEVELS DOWN
AIS0295	EVENT EXIT FAILURE, CONTACT SYSTEM ADMINISTRATOR
AIS0296	INVALID WORKSTATION ENTERED. PLEASE CORRECT AND RETRY
AIS0297	MULTIPLE REQUESTS CANNOT BE PROCESSED, PF3 TO RETURN
AIS0298	THE ROUTE CODE MUST BE SUPPLIED WITH THE UNIT
AIS0299	THE UNIT MUST BE SUPPLIED WITH THE ROUTE CODE
AIS0300	THE RLOB MUST BE SUPPLIED WITH THE TRANTYPE
AIS0301	THE TRANTYPE MUST BE SUPPLIED WITH THE RLOB
AIS0302	ALLOW INDEXING REQUIRED, PLEASE ENTER.
AIS0303	ALLOW INDEXING MUST BE "Y" OR "N OR "D"
AIS0304	REQUESTED FORM NAME CANNOT BE INDEXED/SCANNED
AIS0305	RECORD FOUND, CHANGE KEY FOR INQUIRY OR PF3 TO RETURN
AIS0306	ENTER UNIT KEY INFORMATION: PARM1, PARM2, CATEGORY
AIS0307	CATEGORY OF WORK IS REQUIRED, PLEASE ENTER
AIS0308	INDICATOR MUST BE "L" OR "P"
AIS0309	THE UNIT RECORD WAS SUCCESSFULLY ADDED
AIS0310	PRESS PF5 TO ADD, PF12 TO CANCEL
AIS0311	THE UNIT CATEGORY IS A REQUIRED ENTRY
AIS0312	PLEASE ENTER ROUTE UNIT/ROUTE CODE COMBINATION
AIS0313	ROUTE CODE/ROUTE UNIT DOES NOT EXIST, PRESS PF5 TO ADD
AIS0314	PRESS PF5 TO UPDATE, PF12 TO CANCEL
AIS0315	THE UNIT/ROUTE CODE PROFILE WAS SUCCESSFULLY UPDATED
AIS0316	THERE ARE NO ROUTE CODE/UNIT FOUND, PRESS PF3 TO EXIT
AIS0317	THE UNIT/ROUTE CODE PROFILE WAS SUCCESSFULLY ADDED
AIS0318	PLEASE ENTER ROUTE CODE
AIS0319	THERE ARE NO RLOB/TRAN TYPE FOUND, PRESS PF3 TO EXIT
AIS0320	UNIT RECORD DOES NOT EXIST, PRESS PF5 TO ADD
AIS0321	USER PARM2 MUST BE NUMERIC, PLEASE REENTER
AIS0322	UNIT DOES NOT EXIST IN THE UNIT TABLE, PLEASE REENTER
AIS0323	THE PRIORITY NUMBER MUST BE NUMERIC
AIS0324	THE AGE NUMBER MUST BE NUMERIC
AIS0325	USER PARM1 REQUIRED, PLEASE ENTER
AIS0326	THE ROUTE/UNIT CODE DESCRIPTION MUST BE ENTERED
AIS0327	INVALID ENTRY, ENTER 1 OR 2.
AIS0328	PLEASE ENTER RLOB/TRAN TYPE/USER PARM1 COMBINATION
AIS0329	RLOB/TRAN TYPE/USER PARM1 DOES NOT EXIST, PF5 TO ADD
AIS0330	THE RLOB/TRAN TYPE PROFILE WAS SUCCESSFULLY UPDATED
AIS0331	THE RLOB/TRAN TYPE PROFILE WAS SUCCESSFULLY ADDED
AIS0332	CATEGORY OF WORK REQUIRED, PLEASE ENTER

Code	Description
AIS0333	ROUTE CODE REQUIRED, PLEASE ENTER
AIS0334	CATWORK/USER PARM1 DOES NOT EXIST IN THE AISUNIT TABLE
AIS0335	ROUTE CODE DOES NOT EXIST IN THE AISUNRC TABLE
AIS0336	NOT A VALID COMBINATION OF CATWORK/USER PARM1/RTCODE
AIS0337	THE FIRST REQUESTER LABEL IS REQUIRED
AIS0338	THE FIRST RECEIVER LABEL IS REQUIRED
AIS0339	NO MENU SELECTIONS ARE AVAILABLE
AIS0340	THE QUEUE WORK INDICATOR MUST BE "N", "I" OR "X"
AIS0341	THERE ARE NO ROUTE UNIT FOUND, PRESS PF3 TO EXIT
AIS0342	ACTION REQUESTED WOULD RESULT IN AN EMPTY DOCUMENT
AIS0343	REQUEST TO MOVE PAGE(S) IS SENT TO THE WORKSTATION
AIS0344	TEMP. ID HAS BEEN GENERATED
AIS0345	REQUEST TO REARRANGE PAGES IS SENT TO THE WORKSTATION
AIS0346	REQUEST TO DELETE PAGE(S) IS SENT TO THE WORKSTATION
AIS0347	ROUTING DATA CHANGED, PRESS PF10 TO REROUTE
AIS0348	THE PRINT INDICATOR CAN BE "Y", "N", "H" OR "W"
AIS0349	FOLDERID IS CURRENTLY IN USE AS A TEMPID
AIS0350	COMMENTS NEED TO BE ENTERED FOR YOUR REQUEST
AIS0351	COMMENTS HAVE BEEN ADDED TO HISTORY LOG
AIS0352	THE QUEUE CHECK INDICATOR CAN BE "Y", "N" OR "A"
AIS0353	YOU CAN NOT ASSIGN A SECURITY LEVEL HIGHER THAN YOU
AIS0354	SENDWORK NOT PROCESSED, OTHER WORK ALREADY ACTIVE
AIS0355	APPLICATION ID MUST BE INCLUDED IN PASSED DATA
AIS0356	AN INVALID HOLD DATE HAS BEEN ENTERED
AIS0357	ROUTE FLAG MUST BE "0" OR "1"
AIS0358	ASSIGN AUTHORITY MUST BE "0" OR "1"
AIS0359	NO TRANSACTIONS EXIST FOR THIS APPLICATION
AIS0360	NOTE ALREADY DELETED
AIS0361	INVALID SUFFIX, ENTER "A" THRU "Z" OR "0" THRU "9"
AIS0362	INVALID TABLESET, ENTER "0" THRU "7"
AIS0363	1 OR MORE IMAGES NEED TO BE PREFETCHED - TRY LATER
AIS0364	CAN NOT DELETE, DOCUMENT IN ROUTING
AIS0365	INVALID DATE, FORMAT IS MM/DD/YYYY
AIS0366	INVALID DATE, FORMAT IS YYYY/MM/DD
AIS0367	INVALID DATE, FORMAT IS DD/MM/YYYY
AIS0368	INVALID TIME, FORMAT IS HHMM IN 12-HOUR CLOCK
AIS0369	INVALID TIME, FORMAT IS HHMM IN 24-HOUR CLOCK
AIS0370	TEMPLATE IS ONLY NEEDED WHEN LABEL INFO. IS ENTERED
AIS0371	THE PREVIOUS OPERATOR STATUS IS NOT ACTIVE
AIS0372	THE PREVIOUS RLOB AND TRANTYPE DOES NOT EXIST
AIS0373	THE PREVIOUS RT CODE AND RT UNIT DOES NOT EXIST
AIS0374	VALUE MUST BE A "Y", "N" OR "F"



Code	Description
AIS0375	YOU ARE NOT AUTHORIZED TO ISSUE A FUTURE RECEIVE DATE
AIS0376	MAXIMUM PRIORITY MUST BE NUMERIC AND > ZEROES
AIS0377	VALUE MUST BE > THAN OR = TO THE APPL. MAX PRIORITY
AIS0378	CODED DATA DOCUMENTS CANNOT BE MERGED
AIS0379	ENTER THE MAXIMUM PRIORITY
AIS0380	PAGE MANIPULATION NOT VALID WITH CODED DATA DOCUMENTS
AIS0381	ONLY ONE SOURCE AND DESTINATION OBJECT MAY BE CHOSEN
AIS0382	A FUTURE DATE MAY NOT BE ISSUED WITH THIS FORM TYPE
AIS0383	ROUTE QUEUE DOES NOT EXIST FOR THIS OPERATOR
AIS0384	TABS EXIT FAILURE, CONTACT SYSTEM ADMINISTRATOR
AIS0385	NUMBER OF WORK ITEMS MUST BE NUMERIC AND > ZEROES
AIS0386	EITHER A UNIT, FOLDER ID OR EMPLOYEE MUST BE ENTERED
AIS0387	FOLDER ALREADY DELETED, PRESS PF3 TO RETURN TO LIST
AIS0388	FOLDER ID ENTRY ONLY VALID WHEN ACTION <M> IS CHOSEN
AIS0389	COMMENT OPTION IS NOT VALID FOR THIS APPLICATION
AIS0390	THE DESCRIPTION ALREADY EXISTS FOR THIS FOLDER TYPE
AIS0391	CANNOT ADD TO WORKFLOW - ITEM ALREADY ASSIGNED
AIS0392	OPTION INVALID FOR DOCUMENTS NOT YET SCANNED
AIS0393	SCAN PENDING ENTRY WAS SUCCESSFULLY DELETED
AIS0394	ENTRY COULD NOT BE DELETED - ITEM ALREADY SCANNED
AIS0395	ENTRY COULD NOT BE VIEWED - ITEM ALREADY SCANNED
AIS0396	NEXT RLOB REQUIRED WHEN NEXT TRAN TYPE IS SPECIFIED
AIS0397	NEXT TRAN TYPE REQUIRED WHEN NEXT RLOB IS SPECIFIED
AIS0398	NEXT RLOB/NEXT TRAN TYPE COMBINATION IS INVALID
AIS0399	SECURITY EXIT FAILURE, CONTACT SYSTEM ADMINISTRATOR
AIS0400	THIS GROUP EXISTS ALREADY -- ONLY A DELETE IS ALLOWED
AIS0401	THIS OPTION REQUIRES A VALUE IN THE GROUP ID
AIS0402	CAN NOT DELETE A GROUP THAT IS NOT IN YOUR PROFILE
AIS0403	AN OPTION IS REQUIRED WHEN A NEW GROUP IS ENTERED
AIS0404	ONLY "A" AND "D" ARE VALID OPTIONS
AIS0405	CAN NOT ADD A GROUP THAT DOES NOT EXIST
AIS0406	PRESS PF5 TO CONFIRM DELETION OF OPERATOR PROFILE
AIS0407	CURRENT OPERATOR PROFILE CAN NOT BE DELETED
AIS0408	OPERATOR HAS WORK ASSIGNED, CAN NOT BE DELETED
AIS0409	OPERATOR IS DEFINED AS DEFAULT QUEUE, CAN NOT DELETE
AIS0410	OPERATOR PROFILE WAS SUCCESSFULLY DELETED
AIS0411	OPERATOR NOT ALLOWED TO VIEW DOCS FOR SPECIFIED FORM
AIS0412	VALUE MUST BE EITHER N, Q, R, S, T, U, V, X, OR Y
AIS0413	NOT AUTHORIZED TO VIEW ALL DOCS -- MUST REROUTE BATCH
AIS0414	TAB DESCRIPTION HAS BEEN UPDATED
AIS0415	UNDELETE REASON CODE INVALID, PLEASE RE-ENTER
AIS0416	UNDELETE REASON CODE MUST BE ENTERED

Code	Description
AIS0417	UNDELETE MESSAGE MUST BE ENTERED
AIS0418	ENTRY CAN NOT BE DELETED, ITEM DOES NOT EXIST ANYMORE
AIS0419	NO OPERATORS FOUND, PLEASE ENTER ANOTHER OPERATOR
AIS0420	VALUE PRODUCED NO FORMS, PLEASE ENTER ANOTHER FORM
AIS0421	OPERATOR EMPLOYMENT STATUS MUST BE "A" OR "I"
AIS0422	TEMPLATE LENGTH CANNOT BE GREATER THAN INDEX LENGTH
AIS0423	CAN NOT PERFORM FUNCTION, NO INFORMATION IS DISPLAYED
AIS0424	NO SELECTION CRITERIA ENTERED
AIS0425	A FOLDER KEY MUST ACCOMPANY THE FOLDER TYPE
AIS0426	QUEUE INFORMATION UPDATED SUCCESSFULLY
AIS0427	REASSIGN EMPLOYEE IS THE SAME AS ASSIGNED EMPLOYEE
AIS0428	ENTRY TEMPLATE NOT ALLOWED WITHOUT A SECONDARY INDEX
AIS0429	THE DOCUMENT LIST HAS BEEN REFRESHED
AIS0430	ENTER OPTION "U" AND PRESS PF5 FOR UPDATE MODE
AIS0431	FUNCTION INVALID SINCE GROUP NOT IN PERSONAL PROFILE
AIS0432	OPERATOR NOT AUTHORIZED TO INDEX WITH THIS FORM NAME
AIS0433	NEW PASSWORD NOT VERIFIED, PLEASE TRY AGAIN
AIS0434	VALUE MUST BE EITHER "Y", "N" OR SPACE
AIS0435	PASSWORD CHANGED, PRESS ENTER TO CONTINUE
AIS0436	PASSWORD NOT CHANGED, PRESS ENTER TO CONTINUE
AIS0437	APPLICATION PROFILE HAS BEEN ADDED
AIS0438	SERIOUS DB2 ERROR ENCOUNTERED DURING TABLE PROCESSING
AIS0439	SYSTEM ERROR OCCURRED IN CICS - CONTACT ADMINISTRATOR
AIS0440	NO SECONDARY INDEX ENTERED FOR THIS EDIT NUMBER
AIS0441	PREFETCH EXIT FAILURE, CONTACT SYSTEM ADMINISTRATOR
AIS0442	TEMPID NOT FOUND, PRESS PF5 TO REMOVE PENDING STATUS
AIS0443	FIELD EDIT EXIT FAILURE, CONTACT SYSTEM ADMINISTRATOR
AIS0444	BOTH COMMENT LINES MUST BE ENTERED BEFORE PF2 IS VALID
AIS0445	LINE OF BUSINESS REQUEST WAS PROCESSED SUCCESSFULLY
AIS0446	OPERATOR IS NOT AUTHORIZED TO ADD FOLDERS
AIS0447	REQUEST FOR ACCESSIBLE DOCS COMPLETE, PF3 TO RETURN
AIS0448	OPER UNAUTHORIZED TO PRINT THESE DOCS, PF3 TO RETURN
AIS0449	VALUE MUST BE A "Y" "N" "F" "T" "D" "O"
AIS0450	VALUE MUST BE A "Y" "F" "T" "D" "O"
AIS0451	VALUE MUST BE A "P" or "D"
AIS0452	FUTR DAYS MUST BE NUMERIC
AIS0453	VALUE MUST BE "A" "P" OR "D"
AIS0454	CUST DELETION EXIT FAILURE, CONTACT SYSTEM ADMIN
AIS0455	INVALID DELETION CODE, VALID VALUES ARE "L" OR "P"
AIS0456	OBJECT NOT FOUND. FUNCTION CAN NOT BE PERFORMED
AIS0457	MULTIPLE OBJECTS CAN NOT BE DELETED
AIS0458	ENTRY PREVIOUSLY DELETED WHEN SCANNED

<b>Code</b>	<b>Description</b>
AIS0459	INVALID DATE ENTERED, VALID FORMAT IS CCYY-MM-DD
AIS0460	INVALID DATE ENTERED, VALID FORMAT IS MM DD CCYY
AIS0461	INDICATOR MUST BE A "L" OR "C"
AIS0462	VALUE MUST BE A "Y", "P", "B", OR "N".
AIS0463	INVALID ENTRY, ENTER A "T" OR "R"
AIS0464	RESERVED
AIS0465	RESERVED
AIS0466	FOLDER CANNOT BE DELETED, OBJECT/S IN WORK QUEUE/S
AIS0467	PRESS ENTER TO CONFIRM REQUEST
AIS0468	PRESS PF4 TO CONFIRM REQUEST
AIS0469	PRESS PF11 TO CONFIRM REQUEST
AIS0470	THE NOTE HAS BEEN SUCCESSFULLY MODIFIED
AIS0471	UPDATE OF NOTE HAS BEEN CANCELED
AIS0472	THE NOTE HAS BEEN SUCCESSFULLY MOVED.
AIS0473	NOTE ALREADY MOVED, PRESS PF3 TO RETURN TO NOTE LIST
AIS0474	DESTINATION FOLDER CANNOT BE THE SAME AS THE ORIG
AIS0475	NOTE ALREADY MOVED