



AFS 2004 National Workshop

AFS Fundamentals

Presented by:

July 20-22, 2004
Portland Marriott Downtown
Portland, Oregon



AFS Fundamentals

Schedule:

Starts: 9:00 am on Tuesday, July 20, 2004

Ends: 10:30 am on Tuesday, July 20, 2004

Location:

Salon I

Seating capacity - 56

Course Description:

This course provides instruction using Host on Demand (HOD) Version 8.0.2, printing and viewing reports, file transfers, AFS data imports and more. The format of the course is discussion and demonstration and will focus on specific skills of Host on Demand, web viewing of reports and importing AFS data into spreadsheets and word processors.

Course Goals:

At the conclusion of this course, participants will have been introduced to HOD and it's features and be able to use them. Additionally, participants will learn where and how to view and print reports using the NCC web tool and finally how to import AFS data into Microsoft Excel and WordPerfect.

Course Agenda:

- Where & How to Load HOD

- HOD Features

 - Jump, Same, Cut & Paste, Print Screen, Send & Receive Files & Remap

- Mainframe Viewing and Printing

- AFS Data imports into Excel and WordPerfect

Instructor:

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Class Outline

- I. NCC Connectivity
 - A. DynaComm - used in EPA Regional and HQ offices
 - B. SNA Gateways - used by a few States
 - C. Host On-Demand - used by everyone else

- II. Host on-Demand (HOD)
 - A. IBM product called IBM WebSphere Host On-Demand
 - B. Installed on a Web server at NCC
 - C. Requires a current NCC User ID & Password
 - D. Can be run as a cached or a download client
 - E. Both run equally as well
 - F. Cached client
 - 1. Stored locally
 - 2. Loads faster than download client
 - 3. Takes up more space than download client
 - G. Installing HOD
 - 1. Point browser to <https://trex.rtpnc.epa.gov>
 - 2. Web Access
 - 3. 3270 Emulator/HOD V8.0.2
 - 4. Host On-Demand 8.0.2
 - 5. Security authorization screens then file transfer bars appear
 - 6. When installation has completed, close browser
 - 7. Open browser, complete #1-4 again
 - 8. 6 pre-configured sessions
 - a. 3270 Mod 2 is 24x80
 - b. 3270 Mod 3 is 32x80
 - c. 3270 Mod 4 is 43x80
 - d. 3270 Mod 5 is 2x132 characters
 - e. CICS 3270 Mod 2 is 24x80
 - 9. Set a bookmark
 - a. Starts a session that has already been configured
 - b. Right click on a configured session
 - c. Select "Set up Bookmark"
 - d. Select "Run in a separate window"
 - e. Use your browser to bookmark this page now
 - f. Location of the bookmark is your choice

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- H. Toolbar
 - 1. Same - Starts another identical session
 - 2. Jump - Jumps to next session
 - 3. Save and Exit - Ends the session and saves preferences
 - 4. File Transfers
 - a. Verify Host file transfer options (MVS/TSO)
 - b. Designate the PC or Host file names
 - (1) Creating lists
 - c. Set the transfer mode (text or binary)
 - d. Transfer options
 - e. Add to list
 - f. Click Send or Receive
 - (1) Send - Sends file from local computer to NCC
 - (a) Files for updating AFS via batch processing
 - (b) Universal Interface
 - (2) Receive - Receives files from Host
 - (a) AFS Raw data for import into spreadsheet, data base or word processor
 - g. Save "list"
 - 5. Copy & Paste
 - a. Similar to actions used in common word processors
 - b. Helpful when creating reports or training material
 - 6. Print Screen
 - a. Prints screen contents to printers installed on your desktop
 - b. Entire screen or marked area only
 - 7. Keyboard Remapping
 - a. Associates sequence of keystrokes with a particular action
 - 8. Color
 - a. Allows color customization in various parts of the host session window
 - b. Sets foreground & background colors specified by the selected scheme

- III. Mainframe Viewing and Printing
 - A. Allows Web viewing and printing of mainframe jobs
 - B. No mainframe expertise needed
 - C. Point browser to <https://trex.rtpnc.epa.gov>
 - D. Web Access
 - E. Job Viewing and Printing

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- F. Provide your NCC User ID & # of jobs for display
- G. Types of displays
 - 1. Display entire job as text
 - 2. Convert entire job into PDF format
 - a. Select paper size
 - b. Output is converted and displayed in PDF format
 - c. Option to save a copy
 - 3. Break job into reports
 - a. Select desired output
 - b. Select paper size
 - c. Convert output into PDF format
- IV. AFS Data Imports to Spreadsheets and Word Processors
 - A. Create a "Non-formatted" ad-hoc report in AFS
 - 1. Specify selection criteria
 - 2. Specify Output data elements
 - 3. Specify sort parameter(s)
 - a. Optional but recommended
 - b. Appear in output file
 - 4. Specify output data file and data description file
 - 5. Submit the report
 - 6. Receive mainframe data file using HOD "Receive" file option
 - B. Import into Microsoft Excel
 - 1. Open Excel
 - 2. Open the downloaded file
 - 3. Select fixed width as the file type
 - 4. Set column widths
 - 5. Identify column formats
 - C. Import into Word processor
 - 1. Open the downloaded file in WordPerfect, Word or whatever word processor you have
 - 2. Change the Paper orientation to landscape
 - 3. Change all the margins to zero (or as close as your software will allow)
 - 4. Change the font face to "Courier New"
 - 5. Change the font size to '9'
 - a. If you are using Corel WordPerfect or Word for Windows XT, use a font size '8'

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6. **Word Perfect** "Find & Replace"
 - a. Find String "[HRt]0"
 - (1) Replace it with "[HRt][HRt] " (blank space after 2nd return)
 - b. Find string "[HRt]-"
 - (1) Replace it with "[HRt][HRt][HRt] " (blank space after 3rd return)
 - c. Find String "[HRt]1 "
 - (1) Replace it with "[HPg] " (blank space after page break)
7. **Word** "Find and Replace"
 - a. Find String "paragraph marker0"
 - (1) Replace with "2 manual line breaks " (space after 2nd line break)
 - b. Find String "paragraph marker-"
 - (1) Replace with "3 manual line breaks " (space after 3rd line break)
 - c. Find String "paragraph marker1"
 - (1) Replace with "manual page break " (space after manual page break)
8. Commands may be saved as a macro and then played whenever a reformat is needed

Detailed instructions for the topics presented here have been posted to EPA's secondary website hosted by TRC. To access this website, point your browser to:

<https://pops.trcsolutions.com/pops>

The login ID is "afsuser", the password is "airs" and the domain is "client". The information can be found in a folder named: "Training". Refer to the following files:

HOD Screens.pdf
Mainframe viewing and printing.pdf
Download & Import Into Excel.pdf
reformat.pdf

This website, operated by TRC Environmental Corporation under contract to USEPA, provides access to AFS documentation. This secondary source for AFS information does not replace EPA's AFS web homepage:

<http://www.epa.gov/compliance/planning/data/air/afssystem.html>

as the primary source for AFS system and policy documentation.

Additional questions concerning AFS may be address to the AFS helpline (800) 367-1044, operated by TRC Environmental Corporation.