United States Environmental Protection Agency
Office of Enforcement and Compliance Assurance
Office of Compliance

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U.S. Environmental Protection Agency

AFS 2005
National Workshop & Training
Hosted by the Office of Enforcement and Compliance Assurance (OECA)
Office of Compliance, Enforcement Targeting & Data Division

Host on Demand

July 12-14, 2005
Pittsburgh Hilton
Pittsburgh, PA

<u>Host on Demand</u>

Schedule:
Session 1: Wednesday, 7/13/2005; 3:15 – 4:45
Location: Rivers Room, Seating Capacity: 54

Session 2: Thursday, 7/14/2005; 3:15 – 4:45
Location: Rivers Room, Seating Capacity: 48

Course Description:
This course provides instruction using Host on Demand (HOD) Version 8.0.2, printing and viewing reports (Job Viewing and Printing on the web), 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.

Course Goals:
At the conclusion of this course, participants will:
- Be introduced to HOD and its features and be able to use them
- Know where and how to view and print reports on the web using Job Viewing and Printing
- Know how to import AFS data into a spreadsheet (Microsoft Excel)

Course Agenda:
- Where and how to load HOD 8.0.2
- HOD features:
    - Same (session), Jump, Cut & Paste, Print Screen, Send and Receive files
- Mainframe Job Viewing and Printing
- AFS Data imports into Excel

Instructor:
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AFS 2005 National Workshop
Host on Demand
Class Outline

I. NCC (National Computer Center)
    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 & used on home PCs

II. Host on Demand (HOD)
    A. IBM product called IBM Websphere Host on Demand ("Host" is the mainframe)
    B. Installed on a Web server at NCC
    C. Requires a current NCC User ID and password
    D. Run as a "cached" client stored locally on your PC
    E. Installing HOD
        1. Website is: https://trex.rtpnc.epa.gov/
        2. Web Access
        3. 3270 Emulator/HOD V8.0.2
        4. Host on Demand 8.0.2 to connect to Secure SSL sessions
        5. Security authorization screens & then file transfer bars appear
        6. When installation completes, close browser
        7. Open browser, complete #1 – 4 again
        8. Pre-configured sessions
            a. 3270 Mod 2 is 24 X 80 (default – used by AFS Helpline)
            b. 3270 Mod 3 is 32 X 80
            c. 3270 Mod 4 is 43 X 80
            d. 3270 Mod 5 is 2 X 132 characters
            e. CICS 3270 3270 Mod 2 is 24 X 80
        9. Set a bookmark
            a. Starts a session that has already been configured
            b. Right click once 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 & name of the bookmark is your choice

F. Toolbar
   1. Same – Starts another identical session
   2. Jump – Jumps (changes the focus) to the next active session ("jump" from AFS to TSO & vice versa)
   3. File transfers
      a. Log onto TSO and be at the "Ready" prompt
      b. Designate the PC or Host file names
      c. Set the transfer mode to 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
            c. Text options
            d. TSO/ISPF 3.4 to verify file (optional)
         (2) Receive – Receives mainframe/TSO files from NCC/Host
            a. AFS raw data for import into spreadsheet, data base or word processor
            b. Text options
            c. PC file name extension: .txt
      g. Save "list" (optional)
   4. Copy & Paste
      a. Similar to actions used in common word processors
      b. Helpful when creating reports or training material
   5. Print screen
      a. Prints screen contents to printers installed on your PC
      b. Entire screen or marked/selected area only
   6. Keyboard Remapping
      a. Associates sequence of keystrokes with a particular action
   7. Color
      a. Allows color customization in various parts of the host session window
      b. Sets foreground & background colors specified by selected scheme

III. Mainframe Job Viewing and Printing
   A. Allows web viewing and printing of mainframe batch jobs
   B. No mainframe expertise required
   C. Web site is: https://trex.rtpnc.epa.gov/
   D. Web Access (or Tool Box)
   E. Job Viewing and Printing
   F. Log in with your NCC id and password
   G. Provide your NCC User id and # of jobs for display
   H. Types of displays
      1. Display entire job as text
      2. Convert entire job into Adobe 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. Click on the "B" to break job into reports
         b. Select desired output
         c. Select paper size
         d. Convert output into PDF format
   I. Output is held for approximately 120 hours

IV. AFS Data Imports to Spreadsheets
   A. Create a "Non-formatted"/NF ad hoc report in AFS
      1. Specify selection criteria
      2. Specify output data elements
      3. Specify sort parameter(s)
         a. Optional, but highly recommended
         b. Specified sort values appear in output file
      4. Specify output data file and data description file
      5. Submit the "report" (there is no formatted report)
      6. Receive mainframe/TSO data file using HOD "Receive" file option
   B. Import into Microsoft Excel
      1. Open Excel
      2. Use Import function to import data (Data, Import External Data in Excel 2003)
      3. Select fixed width as the file type
      4. Set column widths
      5. Identify column formats

a. Identify numbers as "text" if leading zeroes need to be retained

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 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
- JCL.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/data/systems/air/afssystem.html

As the primary source for AFS system and policy documentation.

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