

# Printing a Report Writer Analysis

## What It Does

When you have a problem with a customized report, you can print DDMS' Report Writer Analyses, typically using one of the following two options:

- Report format (how data is laid out on paper).
- Selector (your data sorts and limits, and a copy of the report format).

These printouts provide data in byte layout format, which is not easy reading material (we don't expect you to read it!). However, they give a technical support technician details about how you may have customized a report so we can troubleshoot any miscalculations.

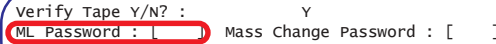
## How to Do It

Follow these steps:

- 1 On text-based systems, go to the (LM) Operational Procedures Parameters screen.

On graphical systems, double-click **Keyop Menu**, then **Parameters**. In the (L) screen, type M

- 2 Note the password (if any) for ML Password at the bottom left of the screen, as shown.



## Printing a Report Format

To print a report format, follow these steps:

- 3 Go to your printer and set its menu to print 17 characters per inch (cpi).
- 4 On text-based systems, go to the (M) Operational Procedures screen. Choose [L] System Maintenance Procedures.

On graphical systems, go to the Keyop Menu and double-click **Operational Procedures**. Choose [L] System Maintenance Procedures.

- 5 At Enter Password:
  - If you noted a password in **Step 2**, enter it; if it has fewer than four characters, press ENTER.
  - If you do not have a password, press ENTER.
- 6 At Letter of Requested Function, select [E] Report Writer Analysis.

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- 7 At Are You Sure, type **Y**
- 8 At Do you wish to analyze Format or Selector or Total Library, type **F**
- 9 At Library Name [!USR], accept the default by pressing ENTER.
- 10 At Volume Serial [SR??], accept the default by pressing ENTER.
- 11 At Which Format, type the name of the format you wish to print.
- 12 At Enter Printer, accept the default by pressing ENTER or specify another printer and press ENTER.
- 13 At Are You Sure, type **Y**. The analysis will print.
- 14 Note the tracking number on your fax cover sheet, and fax all pages to ECI<sup>2</sup> Support at **682-831-9909**.

## Printing Selector Sorts and Limits and the Format

To print report selector and format information, follow these steps:

- 15 Go to your printer and set its menu to print 17 characters per inch (cpi).
- 16 On text-based systems, go to the (M) Operational Procedures screen. Choose [L] System Maintenance Procedures.

On graphical systems, go to the Keyop Menu and double-click **Operational Procedures**. Choose [L] System Maintenance Procedures.

- 17 At Enter Password:
  - If you noted a password in **Step 2**, enter it; if it has fewer than four characters, press ENTER.
  - If you do not have a password, press ENTER.
- 18 At Letter of Requested Function, select [E] Report Writer Analysis.
- 19 At Are You Sure, type **Y**
- 20 At Do you wish to analyze Format or Selector or Total Library, type **S**
- 21 At Library Name [!USS], accept the default by pressing ENTER.
- 22 At Volume Serial [SR??], accept the default by pressing ENTER.
- 23 At Which Selector, type the name of the selector you wish to print, or leave blank and press ENTER for a summary report of all selectors.
- 24 At Print Limit Detail, press ENTER.
- 25 At Print Format Detail Report, press ENTER.

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**26** At Enter Printer, or accept the default by pressing ENTER or specify another printer and press ENTER.

**27** At Are You Sure, type **Y**. It will begin to print.

**28** Note the tracking number on your fax cover sheet, and fax all pages to ECI<sup>2</sup> Support at **682-831-9909**. ☞