OV/Fax

Version 2 Release 4.2

Administration Guide

OV/Fax Administration Guide

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Page Break

Table of Contents

Figures

Introduction

This guide describes the mainframe administration functions of the OV/Fax system. A system of CICS transactions is available to the administrator, providing facilities to do the following:

- Create or change the shared and personal address books
- View the shared and personal fax address book
- Work with status information (that is the log of faxes which have been sent by users).
- Set up and monitor the fax server queues.
- Monitor the progress of inbound faxes (optional).
- Maintain the user profile details.

Advice is also given on the authorization of OV/Fax users, and on the running of the batch utility which is used to clean down the log files.

OV/Fax may also be used in conjunction with the Enterprise Address Book feature of OfficeVision/MVS. This guide gives details on how this facility may be used as an alternative to the fax address books mentioned above.

Audience for this Guide

The administrator will need to be a competent Office Systems user. If OfficeVision/MVS is installed as the Office Systems environment, then the administrator will need access to its administrative features, such as the Library Management Facilities.

This guide should be read in conjunction with the *OV/Fax Server Guide* and the *OV/Fax Installation and Customization Guide*, so that definitions can be kept in synch.

Other Manuals you may need

There are five volumes that accompany the OV/Fax system software:

- The *OV/Fax Installation and Customization Guide*, which explains how to install and customise the host components of the OV/Fax system.
- The *OV/Fax Administration Guide*, which gives details of the on-line system available to fax administrators. These allow administrators to maintain the shared fax address book, view the system logs, monitor server queues, and authorize users to send faxes. The manual also includes details on the periodic cleandown jobs provided.
- The *OV/Fax User Guide*, which gives details of the on-line system available to the ordinary fax user. It describes the fax address books, and gives instructions on how to monitor the log of faxes which have been sent. The manual also gives guidance on how to create and address documents and notes which are to be sent as faxes.
- The *OV/Fax Server Guide*, which describes the installation of OV/Fax software on the fax server(s). Full details are given concerning the administrative functions available on the server, including status monitoring and the creation of cover sheets and images to be imbedded in outbound faxes.

- The *OV/Fax Reference and Problem Determination Guide*, which provides additional information on how OV/Fax works, including program descriptions and transaction flows. Information for determining the cause of problems is also provided.

System Overview

OV/Fax allows faxes to be sent and received by users on an IBM mainframe. It increases their efficiency by cutting out the time traditionally spent in printing a document, walking over to the fax machine, operating the machine, and so forth.

OV/Fax also ensures that the user has a consistent method for the creation and sending of documents, regardless of whether the documents are distributed internally or sent as faxes.

The link between the user and OV/Fax is provided by one of the following products.

- DISOSS with RAPID
- OfficePath
- OfficePath/SMTP-Send

The user can create notes, documents and messages in the usual way, and then send them to OV/Fax, which completes the link between the user and the GammaFax card. The transmission of the fax is carried out by the GammaFax card, which is installed in a PC. The PC uses standard 3270 emulation software to communicate with the host. OV/Fax therefore has two software components, one of which resides on the mainframe. The other component can be installed on each PC that is to be used as a fax server.

Documents created on a PC may also be sent as faxes if the optional Keyword PostFAX software is installed on the servers. This supports many popular word processor formats.

Inbound faxes are collected by the GammaFax card, and passed up to the host as RFT documents with embedded images. Once on the host, the fax will be delivered to the in-basket of up to four 'spill-operators', who will be responsible for viewing the fax, and then forwarding it to the correct recipients. Each fax server in the system may have its own spill-operators, or a single default spill-operator may be used.

If Direct Inward Dialling (DID) is being used in conjunction with a GammaFax CPD board, faxes are mailed direct to the intended recipient on the basis of the extension number dialed.

OV/Fax has two components:

- Outbound fax facility
- Inbound fax facility

The outbound facility may be installed without the inbound facility.

PART ONE – ON-LINE ADMINISTRATION

The On-line Administration Suite

A suite of on-line functions is available, which allows you to monitor the progress of outbound and inbound faxes, and to set up information in the shared fax address book and the server file. An administrator will be presented with the user options plus four additional options:

1. Create/Change Shared Fax Address Book
2. Work with Fax Server Information
3. View Inbound Fax Status
4. User Profile Maintenance

You may access the on-line functions as follows:

- By typing in the transaction ID 'FAX2', or its customized equivalent
- By means of a Personal Services user exit.
- By means of an Application Services user exit.

If all of the options have been configured, the administration main menu will appear as shown in Figure 1.

Figure 1. The administration suite main menu

```
FAX2FAX1                          OV/FAX Menu



Select an option and type it below; then press ENTER.


      1   Create/Change Personal FAX Address Book
      2   View Personal FAX Address Book
      3   Create/Change Shared FAX Address Book
      4   View Shared Fax Address Book
      5   Work With FAX Status Information
      6   Work With FAX Server Information
      7   View Inbound Fax Status
      8   User Profile Maintenance




PF1=Help       2=           3=            4=Exit       5=Cmd Line   6=
PF7=           8=           9=           10=          11=          12=Quit

===>
```

Fax Address Book Processing

As an administrator you are responsible for the support of the system shared fax address book. However, if you intend to use OV/Fax in conjunction with the Enterprise Address Book feature of OfficeVision/MVS, you should read "Maintaining the Enterprise Address Book". The shared address book provides a list of special fax nicknames, which is accessible to all users. A fax nickname is a mnemonic code which can be expanded by OV/Fax into a full fax number, and a description line.

The menu offers the following options for working with the shared fax address book:

1. Create/Change Shared Fax Address Book
2. View Shared Fax Address Book

The panel layouts for each of these options are the same, although panel headings and function key descriptions may vary for each.

OV/Fax also provides a personal fax address book for each user. Nicknames in the personal fax address books take precedence over those in the shared fax address book.

Each fax address book entry contains the following items of information:

The fax nickname	The nickname may be up to eight characters long.
The number priority	This will be **1** for a primary number, or **2** for the optional alternative number. The alternative number will be attempted if the primary number fails all its retries.
The fax number	The format of the fax number must accord with the rules for the specification of fax numbers given in the *OV/Fax User Guide*.
Description	A meaningful description must be entered. This may appear on the cover sheet of the fax when it is sent, and may contain the name of the company to which the fax is being sent, or an attention line (the *OV/Fax Server Guide* gives details about the customization of the fax cover sheets).

Figure 2 will appear when a fax address book option is selected:

Figure 2. The shared address book panel

```
FAX2FAX4           EDIT SHARED FAX ADDRESS BOOK              Line    1


 NICKNAME   P    FAX NUMBER                        DESCRIPTION

 KEANE      1    0121-356 0463                     Keane Ltd Birmingham
 KEANE      2    0121-356 9940                     Keane Ltd Product Support
 ORION      1    0171-379 1553                     Orion House
 TBS        1    1.905-940 9376                    TBS Software Inc.









 PF1=Help        2=            3=File        4=Main Menu  5=Cmd Line    6=
 PF7=Backward    8=Forward     9=           10=           11=           12=Quit

 ===>
```

The View option (see Figure 1) allows you to check which nicknames are available.

The Change Shared Fax Address Book option (see Figure 1) allows you to amend information by overtyping the fax number and description fields. You are also able to delete items from the fax address book, or to add new ones.

Scrolling through the Fax Address Book

PF keys are available to scroll through the fax address book. These keys are normally set as follows:

- PF8 to scroll downwards.
- PF7 to scroll upwards.

It is also possible to enter scrolling commands on the command line. These are normally set up as 'SF' and 'SB'. Each of these may be followed by a number.

SF This command is used to page forward through the fax address book.

SF n This command is used to scroll forward a certain number of lines.

SB This command is used to page backward through the fax address book.

SB n This command is used to scroll backward a certain number of lines.

Searching the Address Book

A number of commands are available to assist you in searching through the address book:

LOC used to locate a specific nickname, for example **LOC KEANE**

FF used to find text in records after the last one displayed on the panel, for example **FF 0121-356** or **FF PROD**.

FB used to find text in records before the first one displayed on the panel, for example **FB 0121-356**.

Adding Nicknames

To add a nickname to the address book use the **ADD** command. For example type **ADD KEANE** on the command line and press ENTER. You will then be prompted to fill in the fax number and description. If the nickname is new, the number will be added as the primary number. If the primary number already exists, the number will be added as the alternative number.

Deleting Nicknames

To delete a nickname from the address book use the **DEL** command. For example type **DEL KEANE** on the command line and press ENTER to delete nickname KEANE. Both the primary and any alternate number will be deleted. To only delete the primary number of a pair, follow the command with a **1**, for example **DEL KEANE 1**. The alternate number will become the new primary number. To only delete the alternate number of a pair, follow the command with a **2**, for example **DEL KEANE 2**.

Status Information

When the Status Information option is selected from the main menu, the Fax Status Information Selection panel shown at Figure 3 is displayed.

Figure 3. The status information selection panel

```
FAX2FAX5               FAX STATUS INFORMATION SELECTION

Type the information below, then press ENTER

   View status of.........:          1 Requests with errors

                                    2 Pending requests

                                    3 Completed requests


Date and Time requested:
      From..:
      To....:


  Select Originator...:



PF1=Help       2=            3=             4=Main Menu  5=            6=
PF7=           8=            9=           10=           11=           12=Quit

===>
```

The following levels of status information are available:

- Requests that are in error
- Pending requests (those which have not been fully processed)
- Completed requests
- If no selection is made, then you will be shown all the available status information.

You may, if you wish, restrict the display so that you see only those faxes which were logged within a certain time period. In order to do this, specify a start, finish or combined date or time range in the format **DD/MM/YY HH:MM** (**MM/DD/YY HH:MM** if your terminal has been set up to accept the American date format).

Finally, you may select the fax status information for an individual user by selecting the originator in the format:

```
          USER
     or
          USER      NODE
```

Once the selection has been made, press Enter to see the list of status items requested. Figure 4 is then displayed:

Figure 4. The status information panel

```
FAX2FAX7                    STATUS OF FAX REQUESTS

Select the item(s) to work with; then press ENTER.

CMD DATE     TIME    ADDRESS 1           IDENTIFIER          STATUS
    95/05/10 15:27   FAX-PIPHOST         NOTE 10/05/95 15:20 ERROR
    95/05/10 15:16   IBM-FAX             NOTE 10/05/95 11:54 PENDING
    95/05/10 15:11   IBM-FAX             NOTE 10/05/95 15:10 COMPLETE
    95/05/10 15:04   KPROD-FAX           NOTE 10/05/95 15:03 COMPLETE
    95/05/10 15:00   TBS-FAX             NOTE 10/05/95 11:54 COMPLETE
    95/05/10 14:50   TEST-FAX            NOTE 10/05/95 11:54 ERROR
    95/05/10 14:31   LONDON-FAX          MEMO 1995/05/10 14: COMPLETE
    95/05/10 14:31   NEWS-FAX            MEMO 1995/05/10 14: COMPLETE
    95/05/10 11:59   KEANE-FAX           NOTE 10/05/95 11:54 COMPLETE
    95/05/10 11:14   KEANE-FAX           NOTE 10/05/95 11:12 COMPLETE
    95/05/10 11:09   KEANE-FAX           NOTE 10/05/95 11:04 COMPLETE
    95/05/10 10:47   TEST-FAX            **MESSAGE**         COMPLETE
    95/05/10 09:51   FAX-PIPHOST         TEST 1.5.7Y         COMPLETE
    95/05/10 09:50   FAX-PIPHOST         TEST 1.5.5Y         COMPLETE

PF1=Help       2=           3=           4=Main Menu  5=Cmd Line   6=
PF7=Backward   8=Forward    9=          10=          11=          12=Quit

===>
```

If there are more than 14 faxes in the list, use the **PF7** and **PF8** keys to page up and down through the list. To search through the list for an entry containing specific details, use the following commands on the command line:

FF used to find the first following record with matching details (find forward). For example, **FF 1.5.7**.

FB used to find the first previous record with matching details (find backward). For example, **FB **MESS**.

All the field on the panel will be searched, so you could, for example, find the list of requests for a particular day by searching on the date.

It is possible to go straight to the fax recipients panel shown in Figure 6 by typing 'V' against the item required.

More detailed information on a fax can be seen by typing a selection character (usually set up as 'X') in the CMD field next to the required item. Figure 5 is then displayed:

Figure 5. The status details panel

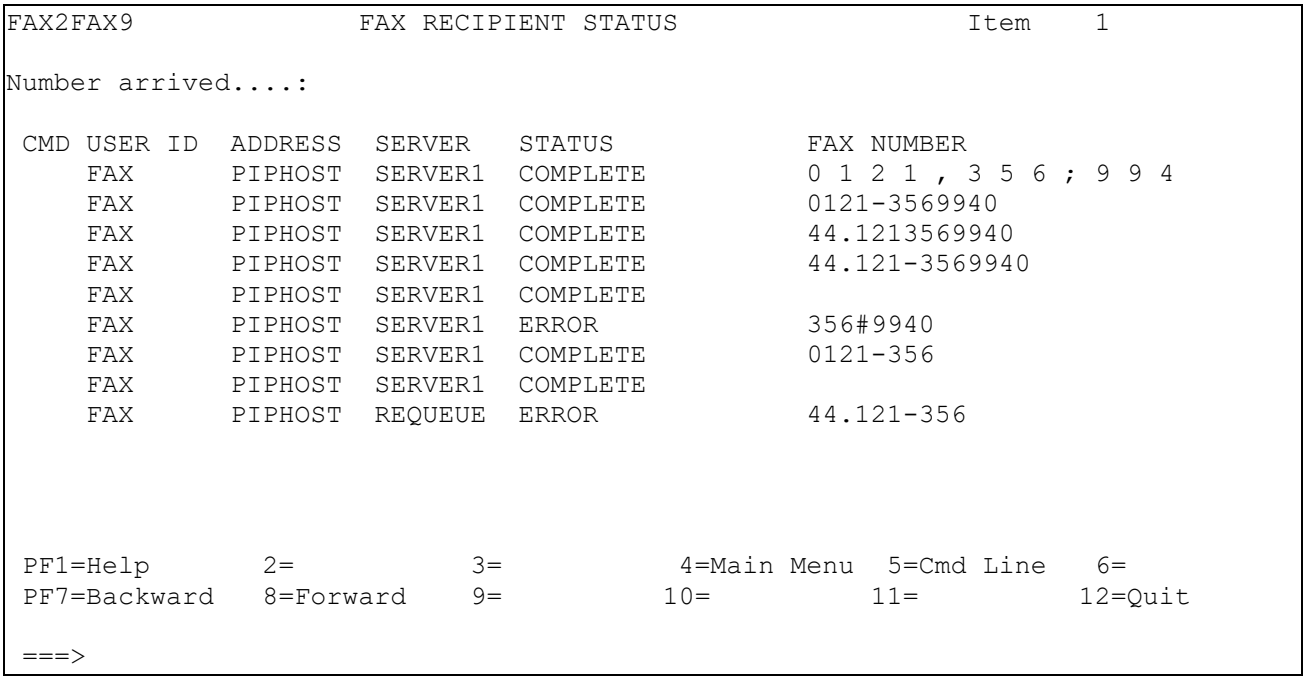
```
FAX2FAX8           RESULTS OF SEND REQUEST            STATUS: ERROR

Document Name...:  NOTE 10/05/95 15:20:30 RAO
Subject.........:  Test 1.7.6    Acceptable numbers
Attached....:
Message.....:
            :
            :

Sent to.............: FAX         Address.............: PIPHOST
                   : FAX                              : PIPHOST
                   : FAX                              : PIPHOST
                   : FAX                              : PIPHOST
                                                        +++
Sent by.............: RAO     PIPHOST            Sent......:  95/05/10 15:27
Received by FAX....: 95/05/10 15:27

Select an option and type it below; then press ENTER.
1 View recipient status     ( 9 recipients)

PF1=Help       2=           3=            4=Main Menu  5=Cmd Line    6=
PF7=           8=           9=           10=           11=           12=Quit

===>
```

Status information for each of the recipients can be seen by entering '1' on the command line and pressing Enter.

The panel lists up to four recipients. If there are more than four, then '+++' will be displayed after the final address. The total number of recipients is shown in brackets in the option list.

The status information for each recipient, if selected, appears as shown in Figure 6.

Figure 6. The fax recipients status panel



```
FAX2FAX9              FAX RECIPIENT STATUS                  Item    1

Number arrived....:

 CMD USER ID  ADDRESS  SERVER   STATUS            FAX NUMBER
     FAX      PIPHOST  SERVER1  COMPLETE          0 1 2 1 , 3 5 6 ; 9 9 4
     FAX      PIPHOST  SERVER1  COMPLETE          0121-3569940
     FAX      PIPHOST  SERVER1  COMPLETE          44.1213569940
     FAX      PIPHOST  SERVER1  COMPLETE          44.121-3569940
     FAX      PIPHOST  SERVER1  COMPLETE
     FAX      PIPHOST  SERVER1  ERROR             356#9940
     FAX      PIPHOST  SERVER1  COMPLETE          0121-356
     FAX      PIPHOST  SERVER1  COMPLETE
     FAX      PIPHOST  REQUEUE  ERROR             44.121-356




 PF1=Help       2=           3=           4=Main Menu  5=Cmd Line   6=
 PF7=Backward   8=Forward    9=          10=          11=          12=Quit

 ===>
```

The fax status can have one of the following values:

PENDING	The fax has not yet been passed to the server OR has failed to transmit, and is awaiting a further attempt.
ERROR	The fax has been rejected either because of a problem in the data (perhaps the user is not authorized) or because the fax server could not send it (perhaps the number does not exist).
REQUEUE	No suitable servers are available at present, and the fax is being held in readiness for server availability.
CANCELLED	The fax has been cancelled by the originator or by an administrator.
TRANSMIT	The fax is being passed to the server.
DIALLING	The server has been instructed to send the fax and will shortly attempt to dial the number, or is actually sending the fax.

The CMD field may be used to perform one of the following actions:

- To see further details of the fax (usually achieved by entering 'X')
- To cancel a fax (usually achieved by typing in '19').
- To generate a new recipient (usually achieved by typing in '11').

If you cancel a fax, a message will be displayed to tell you that the request has been accepted. Be aware of the fact that the fax will only be cancelled if it has not already been sent by the time the request is processed. Your system may also have been configured so that you are not allowed to cancel faxes that the server is currently trying to send (those with a status of TRANSMIT or DIALLING). If you succeed in cancelling the fax, a message will appear later in the in-basket of the originator, confirming the cancellation.

If you ask to see further details of the fax, the panel shown in Figure 7 will be displayed.

Figure 7. The fax recipient status details panel

```
FAX2FAXG                    STATUS OF FAX ADDRESS
                                                STATUS: COMPLETE
Originator name....: Richard Owen
Originator ID......: RAO                        Originator node....: PIPHOST
Server.............: SERVER1                    Cover sheet........: DUMMY
Recipient ID.......: FAX                        Recipient node.....: PIPHOST
CSID quoted..: +44 121 356 9940                 Document type......: EDITABLE
Recip. name..: Recip
No. dialed..: 9,356;9940
Fax number...: 0 1 2 1 , 3 5 6 ; 9 9 4 0        Fax reference......:
Sent time....: 10/05/95 15:32 Pages..:  002     Schedule count.....:
Received CSID: 0121 356 9940                    Duration...........: 01.10



Select an option and type it below; then press ENTER.
11 Generate new recipient   19 Cancel recipient

PF1=Help       2=           3=           4=Main Menu  5=Cmd Line   6=
PF7=           8=           9=          10=          11=          12=Quit

===>
```

The fields presented here have the following meaning:

STATUS This field shows the current status of the fax. It has the same range of values and meanings as on the preceding panel.

Originator name This gives the name of the person sending the fax. It may be supplied by the 'From:' field on a note header (as in this example), or from the author field (in a document). It will be blank if a Personal Services message was sent.

Originator ID This field displays the user ID of the person sending the fax.

Originator node This field displays the node of the person sending the fax.

Server This field shows which server has sent/is sending the fax.

Cover sheet This field gives the name of the image which will be used to form the cover sheet of the fax.

Recipient ID This field displays the user ID of the fax recipient.

Recipient node This field displays the node of the fax recipient.

CSID quoted. When the fax is received, it will appear to have come from the fax number quoted here. This will encourage fax correspondents to reply to the correct fax number.

Document type This field shows whether the document is EDITABLE, RF TEXT or PC FILE.

Recip. name This field displays, wherever possible, the full name of the recipient of the fax. It may be taken from the 'To:' or 'cc:' field on a Personal Services note header, or from the 'full name' field when the Enterprise Address book is being used.

No. dialed The fax number as dialed by the server.

Fax number This is the fax number specified by the user.

Fax reference Each fax in the system has a unique 7-digit reference number which is shown here.

Sent time This field will be blank unless the status is COMPLETE. It will then display the date and time at which the fax was sent.

Schedule count This field shows the number of attempts which OV/Fax has made to send the fax. It will normally be set to 01, but may increase if the number has had to be re-dialed because it was engaged, or because some other fault occurred.

Received CSID This field will be blank unless the status is COMPLETE. It will then contain the CSID of the machine to which the fax was sent. This will normally match the 'Fax number' field on this panel.

Duration This field will be blank unless the status is COMPLETE. Once this has happened, the field will show you how long GammaFax took to transmit the fax. This time is expressed as MM.SS.

Under normal circumstances, the remainder of the screen will be blank. The following reasons may be displayed in case of errors:

Error reason This is a short phrase which will give you a brief diagnosis of the error which has occurred. It may tell you that the number is busy, for example, or that the remote fax machine is not answering.

OV/Fax error This is a three-digit code used internally by OV/Fax. Its meaning is always given by the 'Error reason' field.

Return code Before a fax can be sent out, it has to pass through one or more conversion routines. These routines may occasionally fail. If this occurs, you will see information on this line.

GammaFax return code A fax may fail because the GammaFax card (which performs the dialling of fax numbers) detects an error. A 4-digit GammaFax code will then appear in this field. In many cases, its meaning will be made clearer by looking at the 'Error reason' field.

Invalid image A user may include images in his faxes by means of simple commands in the text. If however, he asks for an image that does not exist, or has the wrong format for the request, then the name of the image at fault will appear here.

You may type in '19' on the command line of this screen in order to cancel the fax. If you cancel a fax, a message will be displayed to tell you that your request has been accepted. However, the fax will only be cancelled if it has not already been sent by the time the request is processed. Your system may also have been configured so that you are not allowed to cancel faxes that the server is currently trying to send (those with a status of TRANSMIT or DIALLING). If you succeed in cancelling the fax, a message will appear later in the in-basket of the originator, confirming the cancellation.

Re-sending an Existing Fax

You may add more recipients to faxes which have already been sent, from the panel shown at Figure 7. Examples of the use of this facility would be:

- The fax has been sent successfully, but an additional copy of it should have been sent to another fax address.
- The fax failed because it was sent to an invalid fax number. You want to correct the number and re-send the fax.
- The receiving fax machine could not accept fine resolution faxes. You want to send the fax again specifying standard resolution mode.

Let us assume that you wish to send the fax shown as COMPLETE in Figure 7 to another fax address. Type option 11 on the command line, and press Enter: The panel re-appears, with the 'Recip. name' and 'Fax number' fields unprotected, and prompts you to overtype them with the appropriate details. In this case, you might overtype the fields as shown in Figure 8:

Figure 8. Generating a new fax address

```
FAX2FAXG                    STATUS OF FAX ADDRESS
                                                STATUS: COMPLETE
Originator name....: Richard Owen
Originator ID......: RAO                        Originator node....: PIPHOST
Server.............: SERVER1                    Cover sheet........: DUMMY
Recipient ID.......: FAX                        Recipient node.....: PIPHOST
CSID quoted..: +44 121 356 9940                 Document type......: EDITABLE
Recip. name..: Another recipient
No. dialed..: 9,356;9940
Fax number...: 0121-356 0463                    Fax reference......:
Sent time....: 10/05/95 15:32 Page...:  002     Schedule count.....:
Received CSID: 0121 356 9940                    Duration...........: 01.10




Select an option and type it below; then press ENTER.
11 Generate new recipient   19 Cancel recipient

PF1=Help       2=           3=            4=Main Menu  5=Cmd Line    6=
PF7=           8=           9=           10=          11=           12=Quit

===> RES
```

Press Enter once again when you have entered the details you require. If you have left the number blank, or entered a number which does not obey the correct formatting rules, you will be asked to try again. If the number is successfully validated, then a message will appear to tell you that you have successfully generated a new recipient. You will be able to confirm this by pressing PF12 - you will see results similar to those shown below in Figure 9:

Figure 9. The fax status recipients panel, with added recipient

```
FAX2FAX9         FAX STATUS INFORMATION SELECTION            Item    1
Number arrived....:

 CMD USER ID  ADDRESS  SERVER   STATUS            FAX NUMBER
     FAX      PIPHOST  SERVER1  COMPLETE          0 1 2 1 , 3 5 6 ; 9 9 4
     FAX      PIPHOST  SERVER1  COMPLETE          0121-3569940
     FAX      PIPHOST  SERVER1  COMPLETE          44.1213569940
     FAX      PIPHOST  SERVER1  COMPLETE          44.121-3569940
     FAX      PIPHOST  SERVER1  COMPLETE
     FAX      PIPHOST  SERVER1  ERROR             356#9940
     FAX      PIPHOST  SERVER1  COMPLETE          0121-356
     FAX      PIPHOST  SERVER1  COMPLETE
     FAX      PIPHOST  REQUEUE  ERROR             44.121-356
     FAX      PIPHOST  SERVER1  PENDING           0121-356



 PF1=Help       2=           3=           4=Main Menu  5=Cmd Line   6=
 PF7=Backward   8=Forward    9=          10=          11=          12=Quit

 ===>
```

From this point onward, the fax will be treated just like any other fax, and a confirmation of delivery will be sent to the originator once the fax is COMPLETE.

Please note that this facility is unavailable in the following circumstances:

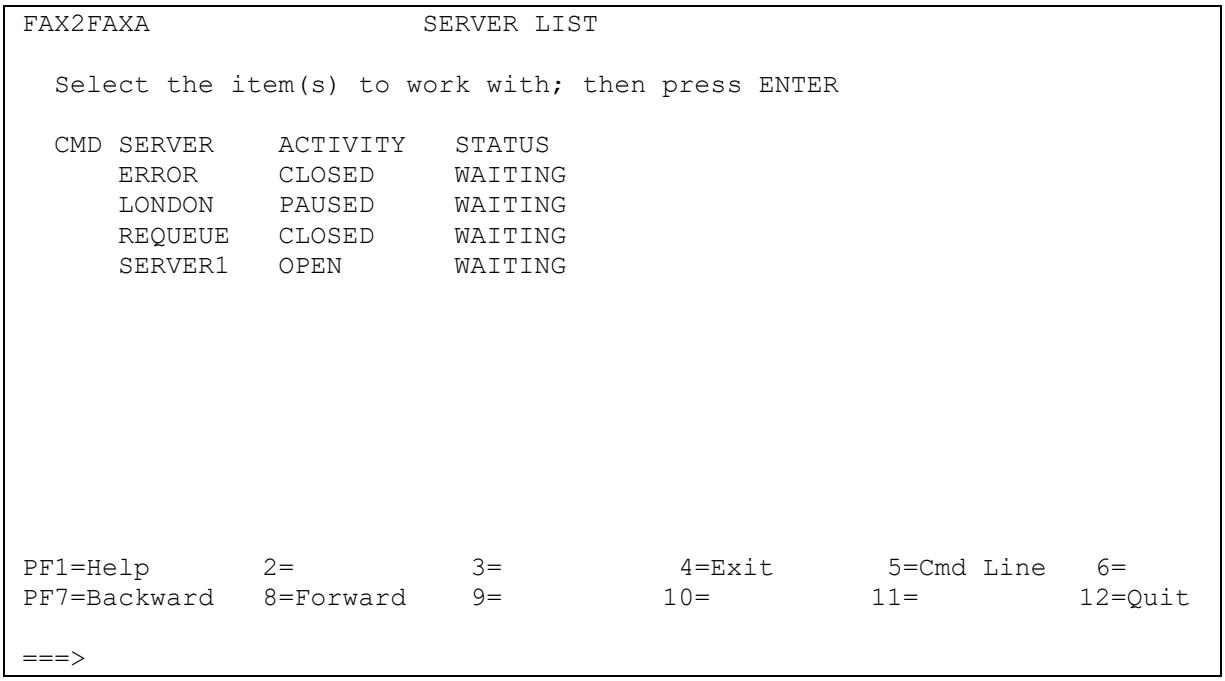
- The option was suppressed at installation

The fax you are trying to resend has an error that makes it unsuitable for passing to the server (for example, a badly formatted image request).

Server Information

This option may be entered from the OV/Fax menu. A list of the current servers on the system is displayed when this option is selected:

Figure 10. The server list panel



All servers defined to the system are displayed.

A server will automatically be defined here when it first polls the host, though you may add a new server record from this panel by typing **ADD** on the command line.

Please note that there are usually two dummy servers present, which are used only when certain situations arise. These are shown above as the 'ERROR' and 'REQUEUE' servers, although their names are configurable items in the Control File (see the *OV/Fax Installation and Customization Guide* for further details). You should avoid using these names for 'ordinary' servers.

The 'ERROR' server is used to store those faxes where the user has made an error. Faxes remain queued to this server until a notification has been sent back to the user.

Occasionally it may not be possible for the system to allocate faxes to any of the servers, for one of the following reasons:

- All the servers are closed or paused.
- The fax has been sent to a specific server, and this server is closed or paused.
- Number routing is in operation. This fax may be assigned to one of a number of servers which will result in reduced phone charges. At present, none of these servers is open.

When one of these situations occurs, faxes are temporarily stored on a dummy server known as the 'REQUEUE' server. They will be re-allocated from this server to an appropriate server when possible.

The ACTIVITY of a server may be one of the following:

OPEN The server is available for the transmission of faxes.

PAUSED The server has been paused by an administrator. Faxes already queued to the server will continue to be processed, but no new faxes will be added to the queue.

CLOSED The server has either been closed by an administrator, or the fax server has not been in contact with the mainframe component of OV/Fax for a predetermined time, and has been closed by the system.

The STATUS of a server may be one of the following:

WAITING The host is waiting for the server to poll.

SCHEDULED The host is downloading a fax to the server. The date and time of the request are also shown.

RECEIVING The host is receiving an inbound fax from the server.

To see more detail about any server, type an 'X' alongside it in the list, and then press Enter. The Server Information Panel shown in Figure 11 is then displayed:

Figure 11. The server information panel

```
FAX2FAXB                        SERVER INFORMATION

Change the information below as desired; then press ENTER

 Server.........: SERVER1                                    Inbound recipients:
 Activity.......: OPEN                                         1 Node.: PIPHOST
 Rating.........: 01                                             ID...: ADMIN
 Status.........: WAITING
                                                               2 Node.:
 Number Active Faxes.......: 1                                   ID...:
 Size of Queue (in Kbytes)..:
 Total Number Faxes Sent....: 95                               3 Node.:
                                                                 ID...:
 Time Server Last Polled Host...: 95/05/11 14:09:16
 Time of Last Alert.............: 95/05/05 15:42:55           4 Node.:
                                                                 ID...:

Select an option and type it below; then press ENTER.
1 View Queued Faxes     (  1 Faxes )    10 Delete

PF1=Help       2=           3=            4=Main Menu  5=Cmd Line    6=
PF7=           8=           9=           10=           11=           12=Quit

===>
```

Only the Activity, Rating and Inbound recipient fields can be altered, by typing in the new value and pressing ENTER.

The **Activity** may be OPEN, PAUSED or CLOSED, as described above. When an OPEN server is closed on-line, all faxes on that server, except those that were specifically sent to it, are re-routed to other available servers. Pausing a server simply stops new faxes being queued to it; any existing faxes will continue to be processed. This allows a server queue to be cleaned down, and also gives some control over the scheduling of faxes. For example, a particular server could be installed just to process urgent faxes, under the control of an administrator. It would usually have a status of PAUSED to prevent normal faxes from being queued to it. Urgent faxes would be routed to this server by prefixing the fax number with the server name. When a fax was then sent to the server, it would initially be queued to the REQUEUE server. The administrator could reopen the urgent server to obtain its queued fax, before setting the server status back to paused.

Note: Faxes are only normally rescheduled from the REQUEUE server when a closed server polls the host. One of the following actions will therefore be required:

- Change the status of the PAUSED server to CLOSED.
- Change the status of the PAUSED server to OPEN and then close the REQUEUE server (opening first if not already OPEN).
- Change the status of the PAUSED server to OPEN and then manually run the FAXQ transactions from a CICS screen.

The **Rating** of the server identifies the relative performance of servers on the network, and is used in conjunction with the queue size to determine which is the most suitable server for transmission. You may be using, for example, a PC/AT with a GammaFax standard board or NA board as one of two servers, and a PS/2 Model with a GammaFax CPMC board as the other. You may wish to assign them ratings of 01 and 02 respectively. This would reflect the greater power of the PS/2, and ensure that more faxes were passed to it than to the PC/AT.

The **Inbound recipient Nodes and IDs** give the Office system identification of the users chosen to receive all inbound faxes received by this server. These fields may be left blank if required. In this case, inbound faxes received on the server would be passed to the recipient who was defined on the Control File during installation. You may not enter the same node/user ID combination twice, nor may you leave the user ID blank if the node has been supplied.

The **Status** may be WAITING, SCHEDULED or RECEIVING, as described above. The **Number of Active Faxes** is the total number of faxes queued to the server with statuses of either PENDING, TRANSMITTING, DIALLING or REQUEUED. The **Size of Queue** is the total size of the documents for these faxes, given in kilobytes. The **Total Number of Faxes Sent** is the total number of faxes processed by the server since it was created.

The **Time Server Last Polled Host** is as it says. This should be within the last few minutes, unless the server is busy converting new faxes. The polling time is configured on the server. The **Time of Last Alert** is the last time the host detected that the server had not polled within a specific time interval. When this happens, an alert will be issued, usually to CSMT or the operator console. This would only usually occur if the server was exceptionally busy, or if the server was having problems with the host communications.

The number of **Queued Faxes** is the number of active faxes plus any faxes with statuses of COMPLETE or ERROR that have not yet been removed from the queue. To view the list of

faxes queued to the server, enter '1' on the command line and press Enter. The 'List Server Queue' panel shown in Figure 12is displayed:

Figure 12. The server queue

```
FAX2FAXC                        LIST SERVER QUEUE                        SERVER1

Select the item(s) to work with; then press ENTER.

CMD   DATE     TIME    FAX NUMBER           STATUS
    95/05/10 15:27:17 0121-356 9940        DIALLING          95/05/11 14:07:45









PF1=Help       2=           3=            4=Main Menu  5=Cmd Line   6=
PF7=Backward   8=Forward    9=           10=          11=          12=Quit

===>
```

All faxes currently allocated to this server are displayed.

Further information about any fax may be obtained by typing 'X' in the CMD field next to the required item.

Figure 13. The fax information panel

```
FAX2FAXD                        FAX INFORMATION

Status.......: DIALLING          95/05/11 14:07:45
FAX reference: 0000889             Received by fax..: 95/05/10 15:27:17
DCA Level....: EDITABLE            Size (bytes).....:

Sent by......: Richard Owen
Document name: NOTE 10/05/95 15:20:30 RAO
Subject......: Test 1.7.6    Acceptable numbers
CSID quoted..: +44 121 356 9940                 Cover sheet..: DUMMY

Sent to......: Another Recipient
FAX number...: 0121-356
Attempt no...: 0001               Last attempt made: 95/05/11 14:07:45
Next Warning.: 95/05/11 14:57:16


Select an option and type it below; then press ENTER.
19 Cancel FAX

PF1=Help       2=           3=            4=Main Menu  5=Cmd Line    6=
PF7=           8=           9=           10=           11=           12=Quit

===>
```

The details of the individual fax are displayed. To cancel a fax, enter '19' on the command line and press Enter. The fax will be cancelled, provided that the request can be processed before the fax is sent by the server. Note that your system may be configured so that you are not able to cancel faxes with a status of TRANSMITTING or DIALLING.

The fields displayed are:

Status The current status of the fax is shown in this field, whose possible values are:

- **PENDING**. The fax has this status when it has not yet been passed to the server, or when it is awaiting re-dialling, having failed on one or more occasions already. The date and time indicate when further action on the PC is due to take place.
- **TRANSMITTING**. The fax is being passed to the server.
- **DIALLING**. The server has been instructed to send the fax to the required number.
- **CANCELLED**. The fax has been cancelled by the originator or by an administrator, but is currently on the server, pending a cancellation command by the host.

- **ERROR**. An error has been detected in the fax, either on the mainframe or by the fax server.

Fax reference This is a unique reference number for the fax. It helps to correlate the status files on the server with mainframe requests.

Received by fax This field shows the date and time at which the request was passed to OV/Fax.

DCA Level	This field shows whether the document is EDITABLE (DCA Level 01403), RF TEXT (DCA Level 00011) or PC FILE (DCA Level 00014).
Size (bytes)	This is the size of the fax document and is used by the server to determine whether it has enough free space to accept the fax from the mainframe. A size of zero indicates that a four-line message only is being sent (the DCA Level will be shown as EDITABLE).
Sent by	This field will give the originator of the fax, expressed either as node/user id, or by the originator name extracted from the note header or author field.
Document name	This field shows the name of the document sent.
Subject	The subject field as entered in the document or note will appear here.
CSID quoted	This indicates the CSID that will be quoted on the cover sheet. Usually this is the fax number to which you want replies sent. This may be the number of the fax server (if you have implemented OV/Fax inbound), or a normal fax machine.
Cover sheet	This field forms the basis of the cover sheet image and text files which will form the first page of the fax. For example, if this field contains the value 'KEANE', then the PC will use the files KEANE.CVR and KEANE.TXT in order to form the cover sheet image. It may be '*****' if no cover sheet is to be used.
Sent to	If a Personal Services note has been used to generate the fax, then this field may contain a recipient name picked up from a 'To:' line or from a 'cc:' line. If the Enterprise Address Book has been invoked when sending this fax, the Full Name field will appear here. Otherwise, the field will be blank.
FAX number	The number which the server will dial is shown here. The number does not include constants stored on the server, such as '9' for an outside line (if required), or the international dialling prefix.
Attempt no	A fax may be rescheduled when the telephone number is engaged, or some other problem has arisen. This shows the number of the next attempt. A configurable maximum is stored on the Control File (see the *OV/Fax Installation and Customization Guide*), which, when exceeded, results in the automatic cancellation of the fax.
Last attempt made	This field gives the time at which the fax was last scheduled.
Next Warning	When the transmission of a fax is delayed, warnings are periodically sent back to the originator to tell him that the fax is still being processed. The 'next warning' indicates the earliest time at which another such warning will be generated.

Viewing the Status of Inbound Faxes

This is only available to licensees of the OV/Fax inbound option.

This option may be entered from the OV/Fax menu. The log of inbound faxes is then displayed.

Inbound faxes may be received by OV/Fax from the GammaFax board, and may be passed on to one or more Office System users, depending upon the server which received the fax (see Figure 11). The panel which will be seen is shown at Figure 14.

Figure 14. The inbound fax status panel

```
FAXEFAXE                      STATUS OF INBOUND FAXES



CMD  DATE      TIME         STATUS     DURATION  SENDER CSID

     11/01/95  10:22:02     PENDING         218  0898-333777
     10/01/95  17:05:55     QUEUED          150  0898-777333
     08/01/95  06:17:43     COMPLETE        546  0121-356
     06/01/95  20:35:28     ERROR           124  905-707
x    06/01/95  13:48:10     COMPLETE        098  0121-356









PF1=Help       2=            3=            4=Exit       5=Cmd Line   6=
PF7=Backward   8=Forward     9=           10=          11=          12=Quit

===>
```

Scrolling through the Inbound Fax Log

PF keys are available to scroll through the inbound fax log. These keys are normally set as follows:

- PF8 to scroll downwards.
- PF7 to scroll upwards.

It is also possible to enter scrolling commands on the command line. These are normally set up as 'SF' and 'SB'. Each of these may be followed by a number.

SF This command is used to page forward through the list.

SF n This command is used to scroll forward a certain number of lines.

SB This command is used to page backward through the list.

SB n This command is used to scroll backward a certain number of lines.

The fields displayed on the panel are:

CMD A command can be entered to work with the appropriate item. The commands are discussed in more detail below.

DATE This shows the date on which the fax was received by OV/Fax.

TIME This shows the time at which the fax was received by OV/Fax.

STATUS This status field has the following possible values:

- **PENDING** - the fax has just been logged by OV/Fax, and no attempt has yet been made to pass it on to RAPID or OfficePath.
- **QUEUED** - the fax has been passed to RAPID or OfficePath. At present, some or all of the recipients of the inbound fax are awaiting confirmation of delivery by DISOSS or Personal Services.
- **COMPLETE** - The fax has been successfully delivered to all the designated recipients.

- **ERROR** - The fax could not be delivered. This could mean that a DISOSS NAK code was received (in which case the fax will have been delivered to no-one) or that one or more of the recipients was invalid.

DURATION This field indicates the length of time taken to receive the fax.

SENDER CSID This field shows the fax number from which this inbound fax was received.

It is possible to go straight to the fax recipients panel shown in Figure 16 by typing 'V' against the item required.

More detailed information on a fax can be seen by typing a selection character (usually set up as 'X') in the CMD field next to the required item. Figure 15 is then displayed:

Figure 15. The Inbound fax description panel

```
FAX1FAXM                      INBOUND FAX DESCRIPTION        STATUS: COMPLETE

Document Name.....: FAX 03/01/95 13:48:10
Subject.........: Incoming fax from server SERVER1
Attached....:
Message.....:
            :
            :

Sent to...........: JLD         Address.....: KEANELTD
                  : ADMIN                   : KEANELTD
                  :                         :
                  :                         :

Sent by...........: FAX     KEANELTD


Select an option and type it below; then press ENTER.
1 View recipient status     ( 2 Recipients)

PF1=Help       2=           3=            4=Main Menu  5=Cmd Line    6=
PF7=           8=           9=           10=           11=           12=Quit

===>
```

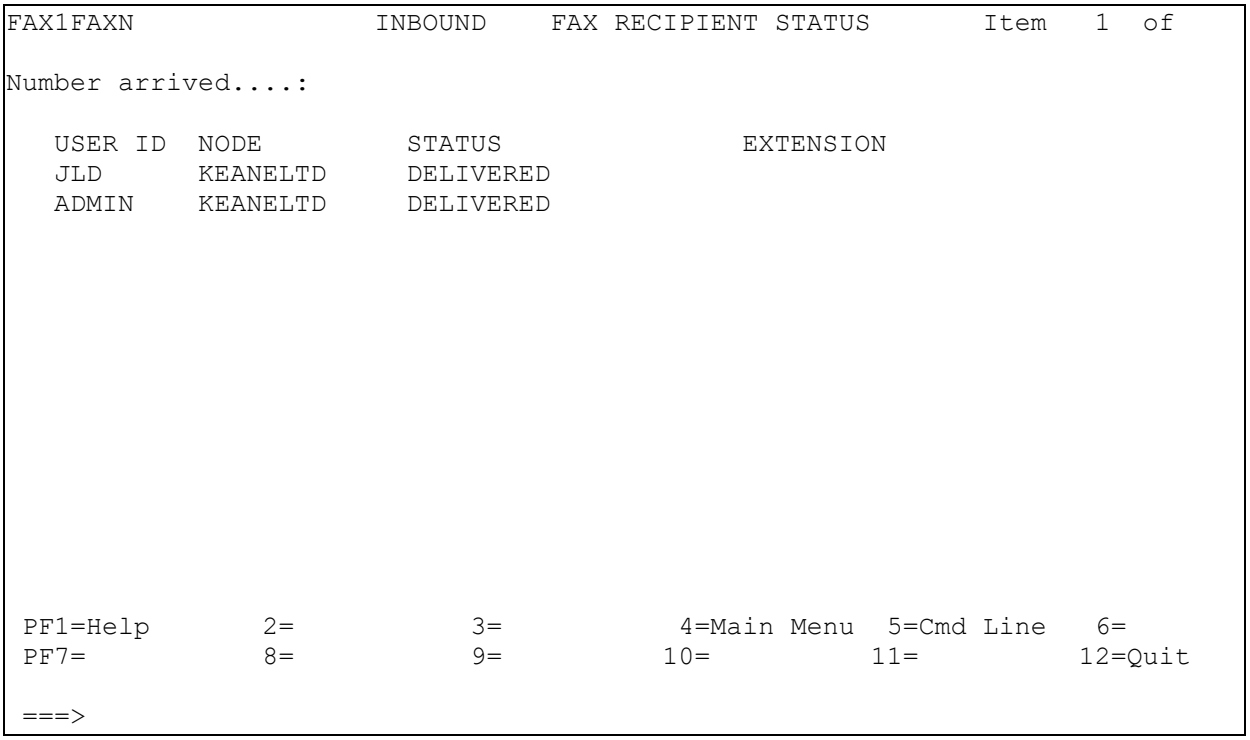
Note: If the fax is distributed via DISOSS and RAPID, and DISOSS responds with a NAK code, then the NAK code will be shown on this panel, below the 'Sent By' field.

Status information for each of the recipients can be seen by entering '1' on the command line and pressing Enter.

The panel lists all the recipients, up to the maximum of four.

The status information for each recipient, if selected, appears as shown in Figure 16.

Figure 16. The inbound fax recipient status panel



The status values on this field refer to the individual fax recipients, whereas on the previous two screens the status refers to the overall status of the inbound fax transmission. The status field(s) will contain one of the following values:

PENDING	The fax has not yet been passed to RAPID or OfficePath.
DELIVERED	The fax has been successfully delivered to the recipient's in-basket.
INVALID RECIPIENT	The user ID and node of the recipient are not defined to the Office System.
UNDELIVERED	The attempt to deliver the fax has failed. A DISOSS NAK is a likely cause of the problem.

The EXTENSION field will only be used if you are using OV/Fax in conjunction with a GammaFax CPD card and the appropriate DID hardware (Direct Inbound Dialling). The CPD board passes the dialed extension number to OV/Fax, which can then decide which user ID to send the fax to by looking up the number on an internal table. If the recipient has been derived by this method, then the EXTENSION field will contain the extension number which was dialed.

User Profile Maintenance

Users must be authorized before they are able to use OV/Fax to send faxes. This may be done in the following ways:

- By using the online User Profile Maintenance facilities described below to add records to the OV/Fax control file.
- By using the batch control file maintenance program to update these same records. This is described in the *OV/Fax Installation and Customization Guide*.
- By using the User Registration Records (URRs) in the General Information Library (GIL) of OfficeVision/MVS. These are described in "Using the GIL Dataset for Authorization".
- By using the User Profile Records (UPRs) in the User Profile Library (UPL) of Application Support Facility. These are described in "Using the UPL Dataset for Authorization".

This last option is only available if OfficeVision/MVS is installed. Normally, you would use the online User Profile Maintenance facilities. These also allow you to define OV/Fax administrators and non-OV/MVS users to the system.

The online User Profile Maintenance facilities are entered from the OV/Fax menu. The profiles of users and groups of users are displayed.

There are three types of profile entry:

1. Specific users, for example **KEANELTD.SUPPORT**
2. Users grouped by nodes, for example **PIPHOST.***
3. Any other users, this is ***.***

When users send faxes to OV/Fax the profiles are searched in the above sequence for a suitable entry. If no entry is found, or an entry is found with a blank cover sheet, then the fax request will be rejected.

Each profile entry contains the following items of information:

LOCATION Up to eight characters long.

USER ID Up to eight characters long.

COVER The cover sheet name: may be up to five characters long, and specifies the name of the cover sheet to be used. A blank (five spaces) name is used to indicate that the user(s) specified is not permitted to send faxes. If the name is '*********' then all faxes will be sent without a cover sheet. (The fax itself may include commands to specify a particular cover sheet, or to send the fax without a cover sheet.)

CSID The Customer Subscriber ID, up to thirty characters used to identify the sending FAX machine or the machine to which replies should be sent.

ADMIN A single character used to specify whether the user is an administrator.

TRAN Four alphanumeric characters (a transaction id) used by OV/Fax to determine various language specific details for the users. This will typically be the Personal Services transaction code. For non-Personal Services users, the first three characters of the transaction id should correspond to a product record defined with the Utility Programs (please refer to the *OV/Fax Installation and Customization Guide* for more details of these programs).

When the User Profile Maintenance option is selected from the main menu, the User Profile Maintenance panel shown at Figure 17 is displayed.

Figure 17. The user profile maintenance panel

```
FAX0FAX3              USER PROFILE MAINTENANCE              Line     1 of


 LOCATION  USER ID    COVER   CSID                            ADMIN       TRAN

 *         *                  UNAUTHORIZED                      0          DMDB
 KEANELTD  *          IMIUK   +44 121 356 0463                 0          DMDB
 KEANELTD  SUPPORT    DUMMY   0121 356 9940                     0          DMDB
 PIPHOST   *          DUMMY   PIPHOST USER                      0          DMDB
 PIPHOST   RAO        *****   0121 356 9940                     1          DMDB
 PIPHOST   SJS        DUMMY   0121 356 9940                     1          DMDB




 PF1=Help       2=            3=           4=Main Menu  5=Cmd Line   6=
 PF7=Backward   8=Forward     9=          10=          11=          12=Quit

 ===>
```

With the exception of the location and user id fields, all the fields can be amended by overtyping the values. You are also able to delete existing entries or add new entries.

Scrolling through the User Profiles

PF keys are available to scroll through the user profiles. These keys are normally set as follows:

- PF8 to scroll downwards.
- PF7 to scroll upwards.

It is also possible to enter scrolling commands on the command line. These are normally set up as 'SF' and 'SB'. Each of these may be followed by a number.

SF This command is used to page forward through the profiles.

SF n This command is used to scroll forward a certain number of lines.

SB This command is used to page backward through the profiles.

SB n This command is used to scroll backward a certain number of lines.

Searching the User Profiles

A number of commands are available to assist you in searching through the user profiles:

FF used to find text in records after the last one displayed on the panel, for example **"FF KEANELTD"** or **"FF 0121"**.

FB used to find text in records before the first one displayed on the panel, for example **"FB 0121-356"**.

Adding Profiles

To add a profile use the **ADD** command specifying "location.user". For example **ADD NEWNODE.***

Deleting Profiles

To delete a nickname use the **DEL** command specifying "location.user". For example **DEL OLDNODE.***

Using the GIL Dataset for Authorization

If you have the Application Services component of OfficeVision/MVS installed, then User Registration Records (URRs) on the General Information Library (GIL) of OfficeVision/MVS provide a way of authorizing users. During the installation of OV/Fax the installer will have specified if the GIL is to be used, and if so, whether it is to take priority over records on the OV/Fax control file. (Please refer to the *OV/Fax Installation and Customization Guide* for details on how to specify these parameters). A user must be authorized in either the GIL or the control file in order to be able to use OV/Fax. Unauthorized users will have their faxes rejected.

For a user to be authorized using the GIL, he must have a URR record which contains a particular parameter recognized by OV/Fax. The name of the parameter is specified on a configuration record on the OV/Fax control file, and is usually DXBFAXPARM. The value of the parameter on the URR will be the cover sheet and CSID to be used for this user.

The instructions that follow are a step by step guide through the procedures which must be followed in order to set up the parameters correctly in the GIL. The OfficeVision/MVS panels to be used are shown, but please bear in mind that since these panels and menus are highly customizable, these examples may differ markedly from those seen in practice. In this example, a parameter called DXBFAXPARM will be created on the URR of a user called USER1.

Setting up the Parameter Description Record (PDR)

In order to use a parameter on a URR, a Parameter Description Record (PDR) must be set up first. To set up the PDR for DXBFAXPARM:

Select the administrator functions within OfficeVision/MVS. These are commonly available via a fastpath command of 'LMF'. Figure 18 is then displayed:

Figure 18. The Library Maintenance menu

```
             LIBRARY MAINTENANCE FUNCTION SELECTION

 Select one of the following functions and specify record name(s) and type.

   FUNCTION                            TYPE


   1 Create or modify                  1 INFO - Information
   2 Copy                              2 MENU - Menu
   3 Rename                            6 ATD  - Application-Type Description
   4 Delete                            7 PDR  - Parameter Descr.  (type required)
   5 Recover                           9 URR  - User Registration (type required)



Function.......:
Record name...: DXBFAXPARM        Type:

   Model/new name:                        Model record    (function 1)
                                          New record name (function 2,3)
 PF1=Help       2=           3=            4=Main menu  5=Cmd Line  6=Fast Path
 PF7=           8=           9=           10=          11=         12=Quit

 ===>
```

On this panel, enter the Function 1 (to create a new GIL record), a record name of DXBFAXPARM, and a type of 7 (to indicate that a new PDR is to be created). Press Enter, and Figure 19 is then displayed:

Figure 19. The PDR definition panel

```
DXFAXPARM                 PARAMETER DESCRIPTION

 Description lines: Fax parameter       /                     /
 Parameter class..: 2     1 - General parm., 2 - User parm., 3 - System parm.
 Usage in PDP.....: 0     0 - No, 1 - Parameter is passed, 2 - Value is returned
                                        PDP = Parameter Determination Program
 Protection level.: 3     0 - Value unprotected, 1 - Value unprotected and dark,
                          2 - Value conditionally protected, 3 - Value protected
                          4 - Parameter display suppressed
 Value is required: 1     0 - No, 1-  Yes   During prompting or for system parm.
 Minimum length...: 1     1 to
 Maximum length...: 60    Minimum length to
 Format of value..: 1     1 - Free 2 - Alpha, 3 - Numeric, 4 - Date, 5 - Mask
 Mask for value...:
 Value............:
 Document keyword.: 0     0 - No, 1 - Keyword, 2 Keyword (prefixed)



 Next record name.:               optional

 PF1=Help       2=Delete     3=End        4=           5=           6=
 PF7=           8=           9=          10=          11=          12=Quit

 ===>
 DXB330I Record DXBFAXPARM will be created
```

Many of these values may default. At least one description line must be entered. The Parameter class, must be set to '2'. This in turn forces the use of a protection level of 2, 3 or

Press PF3 to end the transaction. Figure 18 will be re-displayed, together with the message 'Record DXBFAXPARM successfully maintained'.

The PDR has now been created. This process needs to be performed only once. The next step is to modify the User Registration Records of as many users as are required.

Modifying the URR Records

1. Follow the steps outlined in "Setting up the Parameter Description Record (PDR)" until the panel shown in Figure 18 is displayed. Fill in this panel with the following values:
   - Function – 1 (Create or Modify)
   - Record name - the User ID of the user whose URR is to be amended (in the example, USER1 will be updated).
   - Type – 9 (URR)
2. Press Enter. Figure 20 is then displayed:

Figure 20. The URR header panel

```
USER1                    USER PROFILE - HEADER          Page 1 of

 User profile data
 User name.........: Fred Smith
 Main menu.........: MM
 Autoexec record...:
 Fast path table...: ADMFPATH
 Session language..:
 Access code(s)....: 1-2048
 Printer used for..: GIL...:  PRT1    Charts: PRT2       DW:    PRT3
 Reset password....:     Enter 1 to reset the signon password

 User authorization (0 = no, 1 = yes)
 1 Profile       Maintain own printers and parameters
 1 INFO,MENU     Maintain private information panels and menus
 1 ATD           Maintain private application type descriptions
 1 PDR           Maintain parameter descriptions
 1 URR           Maintain user registrations

 0 SIGN-ON-TIME  Store sign-on time in user profile
 Last modification by user USER1 on 12/07/95
 PF1=Help       2=           3=End        4=           5=          6=
 PF7=           8=Forward    9=Project   10=Parms     11=         12=Quit

 ===>
```

It is not necessary to alter any of the information on this panel. The parameters are stored on a separate panel. Press the PF key indicated for this panel - in the example above, PF10 would be used. Figure 21 is then displayed:

Figure 21. Setting up parameters on the URR

```
 USER1                    USER PROFILE - PARAMETERS


     PARAMETER   PARAMETER VALUE
     NAME

 001 DXBAUTHOR   Fred Smith
 002 DXBOWNER    DXBUSER
 003 DXBPDR051   Marketing Department
 004 DXBPDR052   ACME Trading Ltd.
 005 DXBFAXPARM  DUMMY 0121-356
 ...
 ...
 ...
 ...
 ...



 PF1=Help       2=           3=           4=Main menu  5=          6=Fast Path
 PF7=           8=           9=          10=          11=         12=Quit

 ===>
```

3. Add DXBFAXPARM (or whichever name has been chosen for the fax parameter) to the first available slot. The parameter value should contain the two items required by OV/Fax. The first 5 bytes contain the cover sheet ID. The fax server will attempt to form the cover sheet from the files DUMMY.CVR and DUMMY.TXT whenever the user, whose URR this is, sends a fax.
4. Begin the CSID in the 7th position. It can be up to 30 characters long. In this example, all the faxes sent by USER1 (Fred Smith) will have a cover sheet formed from DUMMY, and will have the CSID 0121-356
5. If the cover sheet ID or the CSID is blank, then the user will not be authorized to use OV/Fax.
6. If a user is defined with a cover-sheet ID which is incorrectly set up on the server, then the user will receive an error message in his in-basket when attempting to send a fax.
7. If multiple servers are used in the system, it will be necessary to ensure that all cover sheets are present on each server. Instructions on the setting up of cover sheets are given in the *OV/Fax Server Guide*.

If the cover sheet ID is specified as '*****' (5 asterisks), all notes and documents sent by this user will be sent without a cover sheet. If a Personal Services message is sent, it will be rejected with an error indicating that an invalid cover sheet has been specified. Messages can only be sent using a cover sheet.

Using the UPL Dataset for Authorization

If you have Application Support Facility (ASF) installed in conjunction with OfficeVision/MVS then User Profile Records (UPRs) on the User Profile Library (UPL) of ASF may be used to authorize users. During the installation of OV/Fax the installer will have specified if the UPL is to be used, and if so, whether it is to take priority over records on the OV/Fax control file. (Please refer to the *OV/Fax Installation and Customization Guide* for details on how to specify these parameters). A user must be authorized in either the UPL or the control file in order to be able to use OV/Fax. Unauthorized users will have their faxes rejected.

For a user to be authorized using the UPL, he must have a UPR record which contains a particular parameter recognized by OV/Fax. The name of the parameter is specified on a configuration record on the OV/Fax control file, and is usually DXBFAXPARM. The value of the parameter on the UPR will be the cover sheet and CSID to be used for this user.

The instructions that follow are a step by step guide through the procedures which must be followed in order to set up the parameters correctly in the UPL. The ASF panels to be used are shown, but please bear in mind that since these panels and menus are highly customizable, these examples may differ markedly from those seen in practice. In this example, a parameter called DXBFAXPARM will be created on the UPR of a user called USER1.

Setting up the Parameter Description Record (PDR)

In order to use a parameter on a UPR, a Parameter Description Record (PDR) must first be set up on the GIL. To set up the PDR for DXBFAXPARM:

1. Select the GIL Item maintenance functions within ASF. These are commonly available via a fastpath command of 'ENULMF'. Figure 22 is then displayed:

Figure 22. The GIL Item Maintenance menu

```
LFSM                GIL Item Maintenance

Select a function and specify an item. Then press Enter

Function  . . . . . .   1. Create or modify         3. Rename
                        2. Copy                     4. Delete

Item name . . . . . .

Model/target name . .

Type  . . . . . . . .   1. Information
                        2. Menu
                        3. Document-Type Description
                        4. Standard Paragraph Group
                        5. Standard Paragraph
                        6. Application-Type Description
                        7. Parameter Description
                        8. DCF Profile


===>
F1=Help  F3=Exit  F5=Cmd Line  F6=Prompt  F10=Check  F12=Cancel
```

2. On this panel, enter the Function 1 (to create a new GIL record), an item name of DXBFAXPARM, and a type of 7 (to indicate that a new PDR is to be created). Press Enter, and Figure 23 is then displayed:

Figure 23. The PDR definition panel

```
                    Parameter Description

Parameter ID . . : DXBFAXPARM         Last update by GNA on 12/8/1997

Release name . . .
Parameter class  . 2 1=General  2=User  3=System  4=No-merge
Data Format  . . . 1 1=Free  2=Alpha  3=Numeric  4=Date  5=Mask
     Length  . . . 1  - 60 Characters (minimum - maximum)
     Mask  . . . .

Prompt text  . . . Fax Parameter
Default Value  . .

Input field is . . 3 0=Unprotected  1=Unprotected + dark  2=Conditionally prot.
                     3=Protected  4=No prompting for value
Value is required  /
Value is . . . . .   1=Passed to PDP  2=Returned from PDP


Usage as array . .
Usage by DISOSS  .   1=As keyword  2=As keyword with prefix



F1=Help  F3=Exit  F6=Delete  F12=Cancel
```

3. Many of these values may default. At least one description line must be entered. The Parameter class, must be set to '2'. This in turn forces the use of a protection level of 2, 3 or
4. Press PF3 to end the transaction. Figure 22 will be re-displayed, together with the message 'Item DXBFAXPARM has been modified'.

The PDR has now been created. This process needs to be performed only once. The next step is to modify the User Profile Records of as many users as are required.

Modifying the UPR Records

1. Select the User Profile Maintenance functions within ASF. These are commonly available via a fastpath command of 'ENULMF9'. Figure 24 is then displayed:

Figure 24. The User Profile Maintenance menu

```
                  User Profile Maintenance

User ID  . . . . . .
User name  . . . . :

Model user ID  . . .            (to create a new user profile)

Select one or more of the following, then press Enter
  General profile settings
  Session control settings
  Project authorizations
  User parameters
  Function key settings (F13-24)
  Authorization for private items
  Authorization for system-wide administration
  Change sign-on password
  Text composition with DCF
  Interaction with DisplayWrite/370


  Delete this user ID

F1=Help  F12=Cancel
```

2. Fill in this panel with the id of the user whose UPR is to be amended and select "User Parameters".

Press Enter. Figure 25 is then displayed:

Figure 25. The UPR User Parameters

```
                                User Parameters

User ID  . . . . . : USER1      Last update by GNA on 1/5/1998
User name  . . . . : Fred Smith
Actions:  DEL=delete

Act Name          Value of Parameter
    DXBAUTHOR     F. M. Davies
    DXBOWNER      OFFUSR1
 DUMMY 0121-356
...
...
...
...
...
...
...
...
...
...
...
...
...

F1=Help  F2=Reset  F3=Exit  F5=Sort  F6=Prompt  F12=Cancel
```

3. Add DXBFAXPARM (or whichever name has been chosen for the fax parameter) to the first available slot. The parameter value should contain the two items required by OV/Fax. The first 5 bytes contain the cover sheet ID. The fax server will attempt to form the cover sheet from the files DUMMY.CVR and DUMMY.TXT whenever the user, whose UPR this is, sends a fax.
4. Begin the CSID in the 7th position. It can be up to 30 characters long. In this example, all the faxes sent by USER1 (Fred Smith) will have a cover sheet formed from DUMMY, and will have the CSID 0121-356
5. If the cover sheet ID or the CSID is blank, then the user will not be authorized to use OV/Fax.
6. If a user is defined with a cover-sheet ID which is incorrectly set up on the server, then the user will receive an error message in his in-basket when attempting to send a fax.
7. If multiple servers are used in the system, it will be necessary to ensure that all cover sheets are present on each server. Instructions on the setting up of cover sheets are given in the *OV/Fax Server Guide*.

If the cover sheet ID is specified as '*****' (5 asterisks), all notes and documents sent by this user will be sent without a cover sheet. If a Personal Services message is sent, it will be rejected with an error indicating that an invalid cover sheet has been specified. Messages can only be sent using a cover sheet.

Maintaining the Enterprise Address Book

The Enterprise Address Book (EAB) is an optional feature of OfficeVision/MVS, Release 2 and above. This address book may be used to store all of the addressing services required by Personal Services. It may be extended to provide a convenient means of addressing outbound faxes.

The Enterprise Address Book consists of one Shared Address Book, and a Personal Address Book for each Office System user. The Shared Address book entries may only be set up and maintained by an EAB administrator. Both Personal and Shared Address Book entries are fully supported by OV/Fax.

Please note that OV/Fax needs to be correctly configured in order to work with the EAB; details are given in the *OV/Fax Installation and Customization Guide*.

In the remainder of this chapter, you will be shown how to set up an entry in the Shared Address Book. Several of the OfficeVision/MVS panels will be reproduced. Please bear in mind that these panels are highly customizable, and that the panels at your installation may differ from what is illustrated here. In order to set up an entry in the Shared Address Book which will be suitable for FAX, perform the following actions:

1. Type in the appropriate fastpath on the command line, to access the Enterprise Address Book main menu. The fast path is usually set up as 'ABM'. Figure 26 will be displayed:

Figure 26. The EAB administration main menu

```
ABM                  ADDRESS BOOK ADMINISTRATION

     Type an option number or a fast-path command, then press ENTER

   1    Shared Data           Maintain shared address book, nicknames,
                              distribution lists

   2    Personal Data         Maintain personal address book, nicknames,
                              distribution lists

   3    Templates             Maintain templates for address book tables

   4    System Tables         Work with address book table

   5    Shadowing             Work with shadowing control tables



PF1-Help      2=          3=           4=           5=Cmd Line   6=Fast Path
PF7=          8=          9=Print     10=          11=          12=Quit

===>
```

2. Select option 1 and press Enter. Figure 27 will be displayed:

Figure 27. The Shared Items list

```
 ENJ040                          ENTERPRISE ADDRESS BOOK MENU

Select name(s) to work with and/or an option, then press ENTER

 CMD DESCRIPTION                                              NAME
 1   SHARED ADDRESS BOOK                                      SAB
 _   SHARED NICKNAME LIST                                     SNN
 _   Shared Distribution list #1                              LIST1
 _   Shared Distribution list #2                              LIST2




 FIND ==>_____________________________________________        __________

 Available options:
 1 View  6 Search  10 Delete  11 Change Descript  75 Create New Distr

PF1-Help      2=Send Note 3=End       4=Main Menu  5=Cmd Line   6=Fast Path
PF7=          8=          9=         10=          11=Refresh   12=Quit
```

Enter '1' against the Shared Address Book in order to see further details. Figure 28 will be displayed.

Figure 28. The List of Shared Address Book items

```
 ENJ080                    LIST OF SHARED ADDRESS BOOK ITEMS

Select item(s) to work with and/or an option, then press ENTER

 CMD LAST NAME             FIRST    USER ID  ADDRESS  LOCATION
 3   Acme                           ACOMPANY FAX
 _   Administrator                  ADMIN    KEANELTD
 _   Daniels               Jill     JLD      KEANELTD









 Available options:
 1 View  2 Change  3 Add  10 Delete  24 Manager  34 Empl  54 Add to PAB
 55 Add  to Distr 67 Add Nickname
PF1-Help      2=Send Note 3=End       4=Main Menu  5=Cmd Line   6=Fast Path
PF7=          8=          9=         10=          11=Refresh   12=Quit

===>
```

3. In order to add a new item to the list, you may do one of the following:
    - Enter '3' on the command line, and press Enter. This will allow you to create a completely new entry.
    - Enter '3' against an existing FAX address in order to use it as the basis of a new one.

In Figure 28, both options are shown. Let us assume that the first of these (entering '3' on the command line) was taken. Figure 29 will be displayed.

Figure 29. Adding an entry to the Shared Address Book - (1)

```
ENJ100                        VIEW/SEARCH SHARED ADDRESS BOOK

Change the information or select an option, then press ENTER



Full name...........: ____________________________________________________
                      _______________
Last name...........: ____________________________________________________
                      _______________
First name..........: ____________________
Preferred name......: ____________________
Middle name.........: ____________________
Phone - primary.....: ___________________________________
User ID.............: _________
Address (Node ID)...: ________
Phone - FAX.........: ____________________

Available options:
69 Choice

PF1-Help      2=          3=End           4=            5=Cmd Line    6=
PF7=          8=Forward   9=              10=           11=Refresh    12=Quit

===>
```

- Now that this panel has been displayed, we can begin to enter the data needed to store a fax address for COMPANYB. OV/Fax uses 4 of the fields available in the Enterprise Address Book. These are:
  - User ID
  - Address (Node ID)
  - Full name
  - Phone - FAX

In Figure 29, all these fields are shown on one screen. In practice, you may have to use PF8 in order to reveal all the fields. In order to complete the entry for NBS, the following information is entered:

Figure 30. Adding an entry to the Shared Address Book - (2)

```
 ENJ100                        VIEW/SEARCH SHARED ADDRESS BOOK

 Change the information or select an option, then press ENTER



 Full name...........: Keane Ltd New Bond Street_____________________________
                       _______________
 Last name...........: ____________________________________________________
                       _______________
 First name..........: ____________________
 Preferred name......: ____________________
 Middle name.........: ____________________
 Phone - primary.....: ___________________________________
 User ID.............: NBS____
 Address (Node ID)...: FAX
Phone - FAX.........: 0171-379



PF1-Help      2=          3=End           4=            5=Cmd Line    6=
PF7=          8=Forward   9=              10=          11=Refresh    12=Quit

===>
```

The fields have the following significance:

Full name This name will automatically appear in the 'To:' field of a note header, when a note, a document, or even a Personal Services message is sent to OV/Fax using this entry. This information will also be placed on the cover sheet.

User ID This is the name of the address book entry that will be used in conjunction with OV/Fax.

Address All items added to the Enterprise Address Book for use with OV/Fax will need to have the same Address or Node ID. This is usually set up as 'FAX'.

Phone - FAX This field gives the phone number that OV/Fax will dial whenever a request is sent using this address book entry. Ensure that the number which you enter here obeys the rules for number formation set out in Appendix B of the *OV/Fax User Guide.*

When the entry is complete, press Enter. The message 'Entry added to SAB' will appear, and you will be returned to the panel shown at Figure 28. The Shared Address book entry is now ready for use

PART TWO - FILE MAINTENANCE

Log File Clean Down

A batch job is provided as part of the installation to clean down the log file. Items from the outbound log and the inbound log (if applicable) are deleted when this batch job is run. The job is run as one of two members on the **JCL** library:

- FAXBJLG if you have installed the outbound and inbound components of OV/Fax.
- FAXBJLGO if you have installed only the outbound component of OV/Fax.

The job should be run frequently to avoid congestion or NOSPACE conditions on the OV/Fax files. The frequency will depend upon the size of the files, and the amount of traffic that passes through OV/Fax. Whenever information about a fax is removed from FAXLOGS, the job will ensure that details about the fax are also removed from the FAXOT file if they have not already been deleted by the online system. If you run FAXBJLG, records from FAXIN will also be deleted. The JCL member FAXBJLG is shown below. FAXBJLGO is a similar job, with the references to the FAXIN file removed, and the second input parameter to FAXBJLG1 set to 'O'.

Figure 31. JCL for the log file clean down utility – 1

```
//JOBNAMEB JOB (ACCOUNT),'PROGNAME',
//         CLASS=0,MSGCLASS=A,NOTIFY=XXXXXXX,
//         COND=(0,NE)
//*************************************************************
//* GENERATE SEQUENTIAL FILE TO BE USED IN THIS JOB           *
//*************************************************************
//STEP10   EXEC PGM=IEFBR14
//DD1      DD DSN=FAX.NVSAM.FAXARC,DISP=(NEW,CATLG),
//            UNIT=DASD,SPACE=(7024,(1,1),RLSE),
//            DCB=(RECFM=FB,LRECL=439,BLKSIZE=7024)
//*************************************************************
//* DEFINE A DUMMY FAXLOGS FILE                               *
//*************************************************************
//STEP20    EXEC PGM=IDCAMS
//SYSPRINT  DD   SYSOUT=*
//DD1       DD   UNIT=DASD,VOL=SER=VOLSER,DISP=SHR
//SYSIN     DD   *
    DEFINE CLUSTER  (NAME(FAX.VSAM.BACKUP.FAXLOGS)     -
                     VOL(VOLSER)                       -
                     FILE(DD1)                         -
                     UNIQUE                            -
                     CYL(1 1)                          -
                     SHAREOPTIONS(2 3))                -
           DATA   (NAME(FAX.VSAM.BACKUP.FAXLOGS.DATA)  -
                     RECORDSIZE(449 449)               -
                     KEYS(13 0))                       -
           INDEX  (NAME(FAX.VSAM.BACKUP.FAXLOGS.INDEX)) -
/*
```

Figure 32. JCL for the log file clean down utility - 2

```
//*************************************************************
//* DEFINE A DUMMY FAXOT FILE                                 *
//*************************************************************
//STEP22    EXEC PGM=IDCAMS
//SYSPRINT  DD   SYSOUT=*
//DD1       DD   UNIT=DASD,VOL=SER=VOLSER,DISP=SHR
//SYSIN     DD   *
    DEFINE CLUSTER  (NAME(FAX.VSAM.BACKUP.FAXOT)    -
                     VOL(VOLSER)                    -
                     FILE(DD1)                      -
                     UNIQUE                         -
                     CYL(1 1)                       -
                     SHAREOPTIONS(2 3))             -
           DATA  (NAME(FAX.VSAM.BACKUP.FAXOT.DATA)  -
                     RECORDSIZE(1 9025)             -
                     KEYS(21 0))                    -
           INDEX (NAME(FAX.VSAM.BACKUP.FAXOT.INDEX))
/*
//*************************************************************
//* DEFINE A DUMMY FAXIN FILE                                 *
//*************************************************************
//STEP24    EXEC PGM=IDCAMS
//SYSPRINT  DD   SYSOUT=*
//DD1       DD   UNIT=DASD,VOL=SER=VOLSER,DISP=SHR
//SYSIN     DD   *
    DEFINE CLUSTER  (NAME(FAX.VSAM.BACKUP.FAXIN)    -
                     VOL(VOLSER)                    -
                     FILE(DD1)                      -
                     UNIQUE                         -
                     TRK(5 5)                       -
                     SHAREOPTIONS(2 3))             -
           DATA  (NAME(FAX.VSAM.BACKUP.FAXIN.DATA)  -
                     RECORDSIZE(9001 9999)          -
                     KEYS(13 0))                    -
           INDEX (NAME(FAX.VSAM.BACKUP.FAXIN.INDEX))
/*
//*************************************************************
//* COPY DATA OVER FROM THE ORIGINAL FAXLOGS TO THE COPY      *
//*************************************************************
//STEP30   EXEC PGM=IDCAMS
//SYSPRINT DD  SYSOUT=*
//INPUT    DD  DISP=SHR,DSN=FAX.VSAM.FAXLOGS
//OUTPUT   DD  DISP=SHR,DSN=FAX.VSAM.BACKUP.FAXLOGS
//SYSIN    DD  *
  REPRO INFILE(INPUT) OUTFILE(OUTPUT)
/*
//*************************************************************
//* COPY DATA OVER FROM THE ORIGINAL FAXOT   TO THE COPY      *
//*************************************************************
//STEP32   EXEC PGM=IDCAMS
//SYSPRINT DD  SYSOUT=*
//INPUT    DD  DISP=SHR,DSN=FAX.VSAM.FAXOT
//OUTPUT   DD  DISP=SHR,DSN=FAX.VSAM.BACKUP.FAXOT
//SYSIN    DD  *
  REPRO INFILE(INPUT) OUTFILE(OUTPUT)
/*
```

Figure 33. JCL for the log file clean down utility - 3

```
//*****************************************************************
//* COPY DATA OVER FROM THE ORIGINAL FAXIN   TO THE COPY          *
//*****************************************************************
//STEP34   EXEC PGM=IDCAMS
//SYSPRINT DD  SYSOUT=*
//INPUT    DD  DISP=SHR,DSN=FAX.VSAM.FAXIN
//OUTPUT   DD  DISP=SHR,DSN=FAX.VSAM.BACKUP.FAXIN
//SYSIN    DD  *
  REPRO INFILE(INPUT) OUTFILE(OUTPUT)
/*
//*****************************************************************
//* VERIFY THE COPY VERSIONS OF THE FILES                         *
//*****************************************************************
//STEP40   EXEC PGM=IDCAMS
//SYSPRINT DD  SYSOUT=*
//LOGS     DD  DSN=FAX.VSAM.BACKUP.FAXLOGS,DISP=SHR
//FAXOT    DD  DSN=FAX.VSAM.BACKUP.FAXOT,DISP=SHR
//FAXIN    DD  DSN=FAX.VSAM.BACKUP.FAXIN,DISP=SHR
//SYSIN    DD  *
    VFY FILE(LOGS)
    VFY FILE(FAXOT)
    VFY FILE(FAXIN)
/*
//*****************************************************************
//* EXECUTE THE FIRST PROGRAM - FAXBJLG1                          **
//*****************************************************************
//STEP50   EXEC PGM=FAXBJLG1,TIME=(,3)
//STEPLIB  DD DSN=FAX.LOAD,DISP=SHR
//FAXLOGS  DD DSN=FAX.VSAM.BACKUP.FAXLOGS,DISP=SHR
//FAXOT    DD DSN=FAX.VSAM.BACKUP.FAXOT,DISP=SHR
//FAXIN    DD DSN=FAX.VSAM.BACKUP.FAXIN,DISP=SHR
//FAXARC   DD DSN=FAX.NVSAM.FAXARC,DISP=OLD
//SYSOUT   DD SYSOUT=*
//SYSABEND DD SYSOUT=*
//SYSUDUMP DD SYSOUT=*
//SYSIN    DD *

B
A
/*
//*****************************************************************
//* EXECUTE THE SECOND PROGRAM - FAXBJLG2                         **
//*****************************************************************
//STEP60   EXEC PGM=FAXBJLG2,TIME=(,3)
//STEPLIB  DD DSN=FAX.LOAD,DISP=SHR
//FAXCNTL  DD DSN=FAX.VSAM.FAXCNTL,DISP=SHR
//FAXARC   DD DSN=FAX.NVSAM.FAXARC,DISP=SHR
//FAXPRNT1 DD SYSOUT=*
//FAXPRNT2 DD SYSOUT=*
//SYSOUT   DD SYSOUT=*
//SYSABEND DD SYSOUT=*
//SYSUDUMP DD SYSOUT=*
//SYSIN    DD *

U
B
/*
```

Figure 34. JCL for the log file clean down utility - 4

```
//*************************************************************
//* DELETE & REDEFINE THE ORIGINAL FAXLOGS FILE               *
//*************************************************************
//STEP70    EXEC PGM=IDCAMS
//SYSPRINT  DD   SYSOUT=*
//DD1       DD   UNIT=DASD,VOL=SER=VOLSER,DISP=SHR
//SYSIN     DD   *
    DELETE FAX.VSAM.FAXLOGS
    DEFINE CLUSTER  (NAME(FAX.VSAM.FAXLOGS)        -
                     VOL(VOLSER)                   -
                     FILE(DD1)                     -
                     UNIQUE                        -
                     CYL(1 1)                      -
                     SHAREOPTIONS(2 3))            -
           DATA   (NAME(FAX.VSAM.FAXLOGS.DATA)     -
                     RECORDSIZE(449 449)           -
                     KEYS(13 0))                   -
           INDEX (NAME(FAX.VSAM.FAXLOGS.INDEX))
/*
//*************************************************************
//* DELETE & REDEFINE THE ORIGINAL FAXOT   FILE               *
//*************************************************************
//STEP72    EXEC PGM=IDCAMS
//SYSPRINT  DD   SYSOUT=*
//DD1       DD   UNIT=DASD,VOL=SER=VOLSER,DISP=SHR
//SYSIN     DD   *
    DELETE FAX.VSAM.FAXOT
    DEFINE CLUSTER  (NAME(FAX.VSAM.FAXOT)          -
                     VOL(VOLSER)                   -
                     FILE(DD1)                     -
                     UNIQUE                        -
                     CYL(1 1)                      -
                     SHAREOPTIONS(2 3))            -
           DATA   (NAME(FAX.VSAM.FAXOT.DATA)       -
                     RECORDSIZE(1 9025)            -
                     KEYS(21 0))                   -
           INDEX (NAME(FAX.VSAM.FAXOT.INDEX))
/*
//*************************************************************
//* DELETE & REDEFINE THE ORIGINAL FAXIN   FILE               *
//*************************************************************
//STEP74    EXEC PGM=IDCAMS
//SYSPRINT  DD   SYSOUT=*
//DD1       DD   UNIT=DASD,VOL=SER=VOLSER,DISP=SHR
//SYSIN     DD   *
    DELETE FAX.VSAM.FAXIN
    DEFINE CLUSTER  (NAME(FAX.VSAM.FAXIN)          -
                     VOL(VOLSER)                   -
                     FILE(DD1)                     -
                     UNIQUE                        -
                     TRK(5 5)                      -
                     SHAREOPTIONS(2 3))            -
           DATA   (NAME(FAX.VSAM.FAXIN.DATA)       -
                     RECORDSIZE(9001 9999)         -
                     KEYS(13 0))                   -
           INDEX (NAME(FAX.VSAM.FAXIN.INDEX))
/*
```

Figure 35. JCL for the log file clean down utility - 5

```
//*************************************************************
//* COPY DATA OVER FROM THE COPY FILES TO THE ORIGINALS       *
//*************************************************************
//*
//STEP80   EXEC PGM=IDCAMS
//SYSPRINT DD  SYSOUT=*
//INPUT    DD  DISP=SHR,DSN=FAX.VSAM.BACKUP.FAXLOGS
//OUTPUT   DD  DISP=SHR,DSN=FAX.VSAM.FAXLOGS
//SYSIN    DD  *
  REPRO INFILE(INPUT) OUTFILE(OUTPUT)
/*
//*
//STEP82   EXEC PGM=IDCAMS
//SYSPRINT DD  SYSOUT=*
//INPUT    DD  DISP=SHR,DSN=FAX.VSAM.BACKUP.FAXOT
//OUTPUT   DD  DISP=SHR,DSN=FAX.VSAM.FAXOT
//SYSIN    DD  *
  REPRO INFILE(INPUT) OUTFILE(OUTPUT)
/*
//*
//STEP84   EXEC PGM=IDCAMS
//SYSPRINT DD  SYSOUT=*
//INPUT    DD  DISP=SHR,DSN=FAX.VSAM.BACKUP.FAXIN
//OUTPUT   DD  DISP=SHR,DSN=FAX.VSAM.FAXIN
//SYSIN    DD  *
  REPRO INFILE(INPUT) OUTFILE(OUTPUT)
/*
//*
//*************************************************************
//* DELETE THE COPY FILES                                     *
//*************************************************************
//*
//STEP90    EXEC PGM=IDCAMS
//SYSPRINT  DD   SYSOUT=*
//SYSIN     DD   *
    DELETE FAX.VSAM.BACKUP.FAXLOGS
    DELETE FAX.VSAM.BACKUP.FAXOT
    DELETE FAX.VSAM.BACKUP.FAXIN
/*
//*
//*************************************************************
//* DELETE THE FAXARC FILE                                    *
//*************************************************************
//*
//STEP100  EXEC PGM=IEFBR14
//DD1      DD DSN=FAX.NVSAM.FAXARC,DISP=(OLD,DELETE)
//
```

Two batch programs are used in this utility: FAXBJLG1 is used to carry out the necessary deletions and produce a temporary archive file. This archive file is the input to FAXBJLG2, which produces a summary report of the log records which have been deleted.

STEP10 This step invokes IEFBR14 in order to create the sequential file used as output for FAXBJLG1 and input for FAXBJLG2.

STEP20 to STEP24 These steps define backups for the FAXLOGS, FAXOT and FAXIN files. These files will be processed in place of the originals, to maintain file integrity should the job terminate abnormally.

STEP30 to STEP34 These steps copy the original FAXLOGS, FAXOT and FAXIN files to the backup datasets.

STEP40 This step verifies the backup copies of the files.

STEP50 This step executes the program FAXBJLG1, which is responsible for deleting records from the log file and the other associated files. Three parameters are passed to the program:

1. A three byte numeric parameter, which indicates the age (in days) of records to be deleted from the log file. (All records older than this will be deleted). A value of 000 specifies that all records are to be deleted.
2. A single character indicating which files should be processed:
    - B - both the outbound and inbound files should be cleaned down.
    - O - only the outbound files should be cleaned down.
3. A single character indicating which records should be processed:
    - A - all records should be processed.
    - C - only records for complete faxes should be processed.

STEP60 This step executes the program FAXBJLG2, which produces a print report from the temporary file output by FAXBJLG1. Three parameters are passed to the program:

1. A single character indicating the language code to be used when forming the headers and titles on the batch reports. A value of space will use the default records.
2. A single character indicating whether lower case characters may be used in the reports:
    - L - both lower and upper case characters may be used.
    - U - only upper case characters are to be used (lower case characters will be translated to upper case).
3. A single character indicating which reports are to be produced:
    - B - both detailed and summary reports are to be produced.
    - R - only the detailed report is to be produced.
    - S - only the summary report is to be produced.

STEP70 to STEP74 These steps delete and redefine the original FAXLOGS, FAXOT and FAXIN files.

STEP80 to STEP84 These steps copy the modified datasets back to the FAXLOGS, FAXOT and FAXIN files.

STEP90 This step deletes the backup copies.

STEP100 This step deletes the sequential file.

How to use Information for Accounting Purposes

You may wish to write a program of your own to replace or supplement FAXBJLG2 in the above JCL. Your program may, for instance, be used to process the sequential file FAXARC and update your own files with appropriate information for accounting purposes. The following information is available from FAXARC:

- The node and user ID of the person who sent the fax
- The fax number which was dialed

- The status of the fax
- The duration of the call
- The time at which the fax was sent

The layout of records on the FAXARC file is as follows:

Figure 36. Layout of the sequential archive file

```
*****************************************************************
*   LOG ARCHIVE                                                 *
*       SEQUENTIAL DATASET HOLDING LOG INFORMATION FROM THE     *
*       FOLLOWING FILES.                                        *
*       - LOGIN                                                 *
*       - LOGOT                                                 *
*       - ADROT                                                 *
*       THE KEY COMPONENT OF EACH FILE LAYOUT IS REPLICATED IN  *
*       LA-KEY, WHILST LA-DATA CONTAINS A COPY OF THE DATA.     *
*                                                               *
*****************************************************************
 01  LA-RECORD.
     05 LA-PSEUDO-KEY.
         10 LA-KEY-TYPE             PIC X.
             88 LA-88-LOGOT         VALUE '1'.
             88 LA-88-ADROT         VALUE '2'.
             88 LA-88-LOGIN         VALUE '3'.
         10 LA-KEY-DATE             PIC S9(7) COMP-3.
         10 LA-KEY-TIME             PIC S9(7) COMP-3.
         10 LA-KEY-SEQNO            PIC S9(4) COMP.
         10 LA-KEY-REC-NO           PIC S9(4) COMP.
     05  LA-ORIG-NODE               PIC X(8).
     05  LA-ORIG-USER               PIC X(8).
     05  LA-DATA                    PIC X(410).
*
01  LA-REC-LEN                   PIC S9(4) COMP VALUE
```

The type of each record is given by the value LA-KEY-TYPE, and has one of the following values:

- 1 - An Outbound log record, containing details pertinent to the entire fax transmission, irrespective of the number of fax addresses it comprises. It corresponds with the information shown in Figure 4 and Figure 5. It does not contain any information that is relevant to the processing to be described here.
- 2 - An Outbound address record, each containing full details of the transmission of the fax to a particular fax number. The information shown here corresponds with the information in Figure 6 and .Figure 7.
- 3 - An Inbound Log record. These records occur towards the end of the file, and are not relevant to the processing to be described here.

Your program can therefore skip 'type 1' records, and may terminate once it reads a 'type 3' record or reaches the end of the file.

The relevant information is all stored on the 'type 2' records. Each field is described in the list below. The field length and data type is given, and, where relevant, its offset in LA-DATA. For information on the other fields in the record, and on the other record types, please refer to the description of the FAXLOGS file in the *OV/Fax Reference and Problem Determination Guide*. The LA-DATA field of the archive file contains the LG-DATA field from the FAXLOGS file.

Note: The first byte of LA-DATA is regarded as offset zero.

Field	Offset	Length	Description
Sender node	-	8	This field is supplied by LA-ORIG-NODE.
Sender user ID	-	8	This field is supplied by LA-ORIG-USER.
Fax number	16	30	This field contains the fax number as entered by the user.
Status	46	1	This field shows the status of the fax at the time it was deleted. You should ensure that the batch job is run in such a way that faxes have plenty of time to reach COMPLETE or ERROR status before being deleted. The status will have one of the following values: **P - Pending** The fax was still in progress, but has not been sent. **T - Transmitting** The fax was still in progress, but has not been sent. **D - Dialling** The fax was still in progress (and may have been sent after its log record was deleted, in which case no costing information will be available from this log). **E - Error** Either the user made an error in his input, or the fax could not be successfully transmitted by the server. **C - Complete** The fax has been sent. **R - Requeue** The fax had not been allocated to a server, and no attempt had been made to send this fax at the time of deletion.
Call Duration	81	4	This field indicates the time taken (in seconds) to complete the call. It is a 4-byte packed decimal field (S9(7) COMP-3).
Completion time	119	4	This contains the time at which the fax was sent. It is a 4-byte packed decimal field in the format 0HHMMSSC (where 'C' indicates that the field has a positive value).
Server	123	8	This field contains the name of the server used to send the fax. This information can be used in conjunction with the fax number to determine whether the call made was local, long-distance, or international.
Number dialed	211	42	This contains the actual number dialed by the server.
Number of pages	253	3	This contains the number of pages sent by the server.

For each fax sent by OV/Fax, it is therefore possible to determine:

1. Who sent the fax
2. Whether the fax was a local call, long distance or international. This can be determined by examining the fax number and the server used to send the fax. You may need to supplement the information on the OV/Fax file with a directory of your own giving information on the geographical position of each server.
3. The duration of the call and the time at which it was sent.

Provided you have tariff information available to your program, you will be able to provide accounting figures based on this information.

Index