Introduction

This PADS Training Manual, which includes sample exercises and reports, was assembled to assist you in using the PADS online produciton system.

If you need further assistance, please contact:

PADS HOTLINE……. (301) 903-8942

Support Personnel

Michael Sanders……. (301) 903-0912
Tiffany Hudok…… (301) 903-0838

Headquarters User

Nancy Canody…… (202) 586-9729

Training Objectives

- How to input data into the PADS system
- How to submit updates to the PADS system
- How to correct errors
- How to query and obtain information from the PADS database
- How to create and edit queries to run against the PADS database
- How to generate PADS System reports

Training Manual Standards

This manual contains screen representations and applicable descriptions. These screen representations show, as closely as possible, what appears on the screen during the processes described.

The computer/user dialogues in this manual adhere to the following standards.

1. A system (computer) response is **UNDERLINED** in **BOLD PRINT**.

2. Any term or command you are to key in is in **BOLD PRINT** in '**SINGLE QUOTES**'. When entering a designated term or command, **DO NOT** enter the **SINGLE QUOTES** unless specifically instructed to do so.

For example:	*TEXT*:	Type in 'ex signon1'
	KEY:	ex signon1 ….. no quotes

3. **[ENTER]** denotes that you press **RETURN/ENTE**R key.

4. For the sake of clarity and to more realistically emulate the screen contents, the conventions described above are not used in the screen representations.

5. The operating system allows you up to 20 minutes between pressing the **ENTER/RETURN** key. If you do not make an entry within this timeframe, TSO automatically logs you off.

6. When interacting with the system, '***' displayed on the screen indicates you are to press [ENTER]. However, before doing so, make sure that you carefully read what is on the screen because what is displayed on the screen disappears.

DOE Logon Procedures

```
                    DDDDD        OOOOO       EEEEEEE
                    DD    DD     OO   OO     EE
                    DD     DD    OO   OO     EE
                    DD     DD    OO   OO     EEEEE
                    DD     DD    OO   OO     EE
                    DD    DD     OO   OO     EE
                    DDDDD        OOOOO       EEEEEEE

                        HEADQUARTERS ADMINISTRATIVE COMPUTER CENTER
                                GERMANTOWN, MD
WARNING: Unauthorized access to this computer system is prohibited,
         And is subject to criminal and civil penalties.

Select an application from this list:

VM        -PROFS, CMS at DOE Hq
CICS      -CICS at DOE Headquarters      CICSTEST  -Test CICS at DOE Hq.
TSO       -TSO at DOE Headquarters       IBMINFO   -IBM Information Network
CXCICS    -Computer Data Systems         CA7       -CA JOB Scheduler


Enter Application Desired - > tso  u8806ms
```

With the 'DOE' screen displayed on your terminal, type the following:

'**tso u9999xx**' [ENTER]

✓ Replace **U9999XX** with your seven-character USERID.

The system displays the following message, indicating this command has been accepted.

Command Accepted, Please Stand By:

DOE Logon Procedures

ACF82004 ACF2, ENTER PASSWORD

The system prompts you to enter your password:

ACF2, ENTER PASSWORD

Type your PASSWORD on this line in the following format:

'**password**' [ENTER]

- ✓ Password is the unique password you selected when you received your USERID. It does not appear when it is typed.

```
ACF82003   ACF2, ENTER LOGON ID – u8806ms
ACF82004   ACF2, ENTER PASSWORD
ACF82005   ACF2, LOGIN IN PROGRESS
ACF01137 U8806ms LAST SYSTEM ACCESS 13.50-07/15/00 FROM T1200006
***
```

The system displays a message similar to the following:

ACF01137 U8806MS LAST SYSTEM ACCESS 13.50-07/15/00 FROM T1200006 *

✓ When *** appears on the screen, press **[ENTER]**.

DOE Logon Procedures

```
- - - - - - - - - - - - - - -   VS2 REL 03.8 TIME SHARING OPTION   - - - - - - - - - - - - -

ENTER LOGON PARAMETERS BELOW:

USERID        ===>  U8806MS              MSGCLASS   ===>

SOURCE        ===>  T120002              UNIT       ===>  SYSDA

PROCEDURE     ===>  $$$LOGON                        ===>  000

SIZE          ===>  2048

ACCT NMBR     ===>  0420888

PERFORM       ===>  023

ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW:

          -NOMAIL        -NONOTICE        -RECOVER        -RECONNECT

USER KEYS ===>
```

The system displays a logon parameters screen. If the number at the field **ACCT NMBR** is not '0420888', position the cursor at this field by pressing the 'tab' key and type the following:

'**0420888**' [ENTER]

✓ Do not change or enter anything into any of the other fields.

DOE Logon Procedures

IKJ56455I U8806MS LOGON IN PROGRESS AT 13:49:39 ON JULY 18, 2000
This is the MVS/XA Production Operating System

READY

The system displays messages similar to the following:

IKJ56455I U8806MS LOGIN IN PROGRESS AT 13:49:39 ON JULY 18, 2000
This is the MVS/XA Production Operating System

When the **READY** prompt appears, this indicates that you have successfully connected to the Germantown computer.

Easyrule

READY

EASYRULE

The EASYRULE command can be used to establish a simple ACF-2 rule set which will allow another user(s) to access your dataset(s). This command can be used to initially create a rule set and maintain that rule set by adding or deleting rules(s) as necessary. You will be prompted through the procedure and allowed to verify your rule set before it is changed.

The following is a sample session that will allow user U8801KP to read, write, allocate and execute datasets in U8806MS.RULES.

Begin by executing the EASYRULE command from the READY prompt, type:

'easyrule' [ENTER]

Easyrule

BEGINNING EASYRULE

YOUR CURRENT ACF2 RULE SET CONSISTS OF THE FOLLOWING RULES:

ACF75052 ACCESS RULE U8806MS STORED BY U8806MS ON 07/18/00-14:23
$KEY(U8806MS)
%CHANGE U8806MS
- UID(U8695PF) READ(A) WRITE(A) ALLOC(A) EXEC(A)
- UID(U8702KH) READ(A) EXEC(A)
- UID(U8801CA) READ(A) WRITE(A) ALLOC(A) EXEC(A)
- UID(U8801ER) READ(A) WRITE(A) ALLOC(A) EXEC(A)
- UID(U8801JN) READ(A) WRITE(A) ALLOC(A) EXEC(A)
- UID(U8801KM) READ(A) WRITE(A) ALLOC(A) EXEC(A)
- UID(U8801PP) READ(A) WRITE(A) ALLOC(A) EXEC(A)
- UID(U8807DS) READ(A) WRITE(A) ALLOC(A) EXEC(A)

ACF75051 TOTAL RECORD LENGTH= 317 BYTES, 7 PERCENT UTILIZED

PLEASE HIT THE ENTER KEY AFTER REVIEWING YOUR RULES TO SEE THE NEXT SCREEN.

EASYRULE will then respond by displaying your current list of rules. Press the ENTER key when you have finished reviewing your rules.

Easyrule

YOU MAY EITHER ADD A NEW ACCESS RULE(S) OR YOU MAY
DELETE A CURRENT ACCESS RULE(S). INDICATE WHICH
TYPE TASK YOU WANT PERFORMED:

1. ADD A NEW RULE.
2. DELETE A CURRENT RULE.
3. END WITHOUT CHANGING ANYTHING

NOTE: IF YOU WANT TO CHANGE A CURRENT RULE YOU
MUST DELETE THE CURRENT RULE AND THEN ADD
THE REPLACEMENT RULE.

ENTER THE NUMBER OF YOUR CHOICE: **1**

Next you will be given the choice to add a new rule, delete an existing rule or end without making any changes. In this example, we want to add a rule. Option 1 has been chosen.

Easyrule

```
ENTER THE DATASET NAME FOR WHICH YOU WANT A NEW RULE WRITTEN
  (DO NOT INCLUDE YOUR USERID AS PART OF THE DATASET NAME):

    NOTE:  YOU MAY SUBSTITUTE A HYPHEN(-) TO REPRESENT ANY
     INDEX LEVEL OF THE DATASET NAME.  FOR EXAMPLE:
     ..  A HYPHEN(-) USED IN LIEU OF A DATASET NAME MEANS
      THAT ACCESS TO ALL YOUR DATASETS (EXCEPT THOSE
      SEPARATELY CONTROLLED) WOULD BE GOVERNED BY THE ACCESS
      PERMISSIONS SPECIFIED.
     ..  A HYPHEN(-) USED IN LIEU OF ONE OR MORE OF THE INDEX
      NAMES IN THE DATASET MEANS THAT ANY INDEX NAME MAY BE
      SUBSTITUTED FOR THE HYPHEN(-) AND THE ACCESS WOULD BE
      GOVERNED BY THE PERMISSIONS SPECIFIED.
      (E.G.: XNAME.- COULD REPRESENT...XNAME.COBOL, XNAME.DATA,
      XNAME.CLIST, XNAME.LOAD, XNAME.ABC.CNTL, ETC).

    CAUTION:  IF YOU USE THE HYPHEN(-) YOU MUST FOLLOW IT BY
    ONE BLANK SPACE BEFORE HITTING THE RETURN KEY (I.E.:  -(SP)<CR>).

  ENTER THE DATASET NAME:  -



***
```

Enter the name of the dataset to which you want the user to have access. In this example, access will be given for all datasets. To do this, type a hyphen followed by a space (-).

Easyrule

THE DATASET NAME YOU HAVE ENTERED IS - IS THIS
CORRECT? ENTER Y OR N... **Y**

Verify that the dataset entered is correct. It is correct, so we entered a Y.

Easyrule

ENTER THE USERID OF THE PERSON TO WHOM YOU WISH TO
ALLOW ACCESS TO DATASET - ... **U8801KP**

THE USERID YOU HAVE ENTERED IS U8801KP. IS THIS CORRECT?
ENTER Y OR N... **Y**

Enter the user id of the person to whom you are giving access. In this example, the user id of the person is U8801KP. This is correct, so we responded with a Y when asked to verify our entry.

Easyrule

DO YOU WANT TO ALLOW READ ACCESS TO U8801KP FOR - ?
ENTER Y OR N... **Y**

DO YOU WANT TO ALLOW WRITE ACCESS TO U8801KP FOR - ?
ENTER Y OR N... **Y**

DO YOU WANT TO ALLOW EXECUTE ACCESS TO U8801KP FOR - ?
ENTER Y OR N... **Y**

DO YOU WANT TO ALLOW ALLOCATE ACCESS TO U8801KP FOR - ?
ENTER Y OR N... **Y**

Determine the level of access that will be given to the user. In this example, the user will be able to read, write, execute and allocate any of the datasets in U8806MS.

Easyrule

PROCESSING YOUR RULES . . . PLEASE STAND BY . . .

DO YOU WANT TO WRITE ANOTHER RULE?
ENTER Y OR N... **N**

All the information needed to create a rule for U8801KP has been entered. At this point, your rule set will be updated to reflect the changes. No more changes are necessary, type

'N' [ENTER]

Easyrule

DO YOU ALSO WANT TO DELETE ANY CURRENT ACCESS RULES?
ENTER Y OR N... **N**

No rules are to be deleted at this time, type:

'N' [ENTER]

Easyrule

```
YOUR ACF2 RULE SET IS NOW AS FOLLOWS:

 ACF75052 ACCESS RULE U8806MS STORED BY U8806MS ON 07/18/00-14:29
 $KEY(U8806MS)
 %CHANGE U8806MS
  - UID(U8695PF) READ(A) WRITE(A) ALLOC(A) EXEC(A)
  - UID(U8702KH) READ(A) EXEC(A)
  - UID(U8801CA) READ(A) WRITE(A) ALLOC(A) EXEC(A)
  - UID(U8801ER) READ(A) WRITE(A) ALLOC(A) EXEC(A)
  - UID(U8801JN) READ(A) WRITE(A) ALLOC(A) EXEC(A)
  - UID(U8801KM) READ(A) WRITE(A) ALLOC(A) EXEC(A)
  - UID(U8801KP) READ(A) WRITE(A) ALLOC(A) EXEC(A)
  - UID(U8801PP) READ(A) WRITE(A) ALLOC(A) EXEC(A)
  - UID(U8807DS) READ(A) WRITE(A) ALLOC(A) EXEC(A)
 ACF75051 TOTAL RECORD LENGTH= 341 BYTES, 8 PERCENT UTILIZED

    DO YOU WANT TO MAKE ANY MORE CHANGES?
    ENTER Y OR N... N

 FINISHED EASYRULE

 READY

  ***
```

Your updated rule set is now displayed. Notice that a rule now exists to allow U8801KP to read, write, allocate and execute datasets in U8806MS. For this example, no more changes are required, was entered to end this EASYRULE session.