

PADS S2K REPORT PROCESSING

READY

S2KRPT

To generate PADS production reports, execute the following command after the READY prompt,

`'s2krpt' [ENTER]`

PADS S2K REPORT PROCESSING

```
15:43:55 ** ----- **
15:43:55 ** P A D S R E P O R T R E Q U E S T **
15:43:55 **   S T A R T I N I T I A L I Z A T I O N P R O C E S S **
15:43:56 ** ----- **
15:43:56 **   I N I T I A L I Z A T I O N P R O C E S S C O M P L E T E **
15:43:56 ** ----- **
```

15:43:56 ** PLEASE ENTER THE REPORT # (LAST 3 DIGITS): **870**

REQUESTED REPORT TITLE: SUMMARY OF RETIREMENTS

DO YOU WISH THIS REPORT GENERATED? (ENTER YES OR NO)

Y

ENTER STARTING VALUE FOR DATE (MM/DD/YYYY).

01/01/2000

ENTER ENDING VALUE FOR DATE (MM/DD/YYYY).

03/31/2000

ENTER HCA CODE (OR CARRIAGE RETURN FOR ALL HCA CODES)

001

The system will respond by executing the S2K Report Option. The report selection screen as noted above will be displayed. Enter the number of the report you want generated. As in the example above, Report 870 was selected.

Next, the system will display the Title of the Report you requested. In this example the 870 report title is 'Summary of Retirements'. If this is the report you want generated, type

'y' [ENTER]

If this is not the report you want generated type 'N' and the system will return to the beginning of the Report Option.

Dependent upon the production report you select, you may be prompted for various report parameters, such as the date span of the report requested, and/or the Award Office. Answer these prompts according to your report requirements.

PADS S2K REPORT PROCESSING

```
15:44:33 ** WERE ALL QUALIFICATIONS ENTERED CORRECTLY? (YES OR NO): Y

** OUTPUT DEVICE? (P=PRINTER, S=SACNET, T=YOUR TERMINAL) P

STATION ID? (RETURN=EIA, LOCAL=GTN, RMT#=REMOTE NUMBER) ==> DOEVM.1E002

BIN? (MUST BE 3 CHARACTERS) 009

COPIES? (RETURN=1)

IKJ56250I JOB U0420870(JOB00804) SUBMITTED

15:48:15 ** WOULD YOU LIKE ANOTHER REPORT? (YES OR NO): N
```

Once, all the report requirements have been entered, the system will prompt if all of your responses were correct. If all report requirements were entered correctly, enter 'Y'. If not, enter 'N' and the system will return to the report prompts.

By entering a 'Y', the system will display the Output Device prompt. In the above example, the Remote Printer option was selected.

After you have directed your output to the correct remote printer and responded to the above prompts, the system will ask if you would like another report generated.

To generate additional reports respond 'Y' to the prompt and the process will resume at the beginning of the Report Option.

If you do not want additional reports generated, respond by entering a 'N'.