

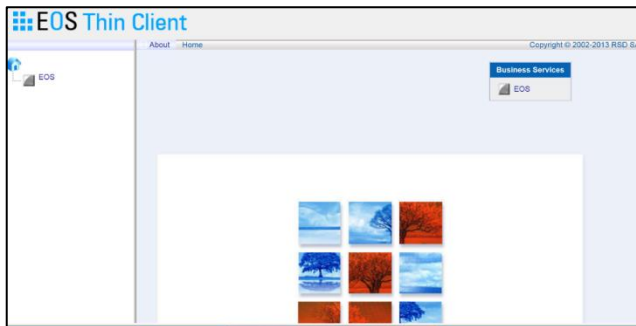
# EOS Thin Client

## Web application for accessing and printing RDS reports – Quick Reference Guide

This application provides uses a different way to access RDS reports. It offers a web application with filtering functionality, the ability to print without using a FLAIR Printer Session, and other functionality such as exporting report data (not covered by this document).

Access RDS reports via the EOS (Enterprise Output Solution) Thin Client via the <https://rds.fldfs.com/eos/> web application.

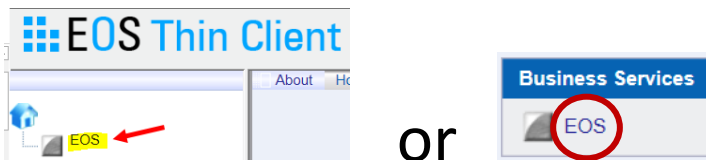
No download or software installation is required to use this application. The initial screen is shown below:



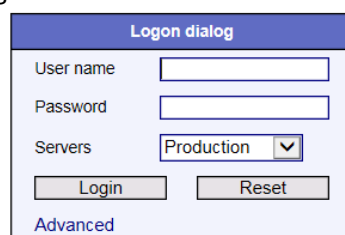
Review the FAQ's at the end of this document for additional information about the Thin Client application and computer settings if you experience issues accessing the application.

### Accessing the application:

- A. Select the EOS link under the Home Icon or the link under 'Business Services'.



- B. Enter your NASSAM user name and password in the Logon Dialog box shown below. Leave the server designation as Production. Press **LOGIN**.



Logon dialog	
User name	<input type="text"/>
Password	<input type="password"/>
Servers	Production <input type="button" value="v"/>
<input type="button" value="Login"/> <input type="button" value="Reset"/>	
<a href="#">Advanced</a>	

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Use the same user name and password entered on the NASSAM screen below.

EMSP00	HELP DESK: 850-413-3190	Terminal: SAME2983
	Date . . . : 05/20/16	Time . . . : 15:50:51

State of Florida, Department of Financial Services

Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:  
Length - Exactly 8 characters are required.  
Contents - Uppercase, lowercase, and number are required (all three elements).

Enter Logon Information:

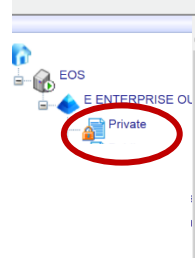
User . . . . .	(User ID/LOGOFF)
Password . . . . .	New Password . . .
Application . . .	
Group . . . . .	
Location . . . . .	

PF 1=Help 2=Language

The Report Directory shown below lists RDS reports provided to the user. The “Private” folder only contains the user’s reports. Users may also have access to other folders.

You can view, export, and print to PDF format, or to a printer. **There is no need to connect a FLAIR printer session to print these reports.**

## EOS Thin Client



User: JACNKM @ Production   About   Help   Logout   Home > EOS > E ENTERPRISE OL >						
Filter name [v] Edit filters [v]						
Customize						
Report name	Actions	TOC	Form	Description	Job ID	Status
PJAJSDD-L3 BRK	[Icons]		U21Q	HEALTH LIFE & DISAB REGIS	JOB02886	[X]
PR3263	[Icons]		Q21A	PR TAB BY ORG	JOB03513	[X]
PR REGISTER	[Icons]		U214	PAYROLL REG	JOB03369	[X]
PSARSDID-L3 BRK	[Icons]		U21R	SUPPL & INS DED REGISTER	JOB02960	[X]
PPRRREGI	[Icons]		R21Y	PR REGISTER	JOB03437	[X]
PCARD DUPLICATES	[Icons]		ARPX	PCARD POSSIBLE DUPLICATES	JOB05247	[X]
CNPPEXRR	[Icons]		21HM	EFT VENDORS NO REMITTANCE ADVICE	JOB05362	[X]

## Understanding Actions icons shown on the Report Directory


The Actions buttons next to each report provides different functions depending on the archival status of the report. The application contains the following Actions:

Actions for active (current) reports:

Report name	Actions
DTHR04	[Icons]
DRPPVOAG	[Icons]






Actions for archived (older) reports:

Report name	Actions
DMAR01	[Icons]
DTHR01	[Icons]

- A. **Print to PC**  (1st icon under Actions column) sends the report directly to your default FLAIR printer. *This icon can NOT be used the first time a report is printed.*

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- B. **Print Setup**  (2<sup>nd</sup> icon under Actions column) allows the user to change printer settings if needed (font, margin, and orientation) and the ability to select the printer location. **This feature provides the ability to pick the printer or print to PDF option. See the Print Setup steps below for more information.** Print Setup is saved after initial settings are entered.
- C. **Delete**  (3<sup>rd</sup> icon under Actions column) **a report should NOT be used.** Please DO NOT DELETE a report. It deletes the report from RDS as well as EOS. These reports are very important. DFS stores these reports for three years at **no cost to the agency**, the report can be restored and viewed at any time in that three-year period.
- D. **Export**  (4<sup>th</sup> icon under Actions column) is quick method for viewing and exporting a report which can later be printed from notepad format. This option provides ability to cut and paste information into other documents if needed. Print to PDF is a better printing option, if reports needs to be printed.
- E. **Email Report**  (5<sup>th</sup> icon under Actions column) enables user to attach a report to an email. The application will require entry of the complete email and allows a subject and body to be entered. The .TXT file will be attached to the email. This is probably not going to be very useful to staff in a .TXT format. The email will be received from the NASSAM user id entered during login. Example - email received from JACABC (EOS Thin Client).
- F. **Restore**  (2<sup>nd</sup> icon under Actions column and only shown when report is archived) enables the report to be restored from archives. This is the same function used in RDS. When the restore menu is displayed, leave default settings and press **OK**.

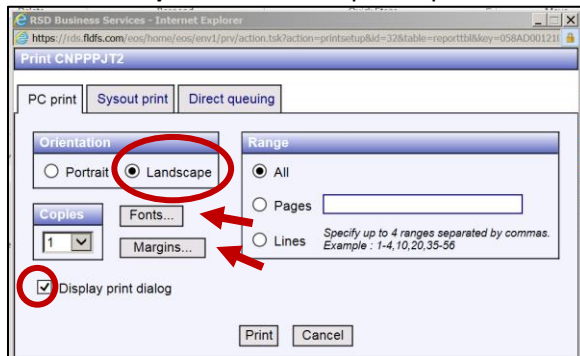
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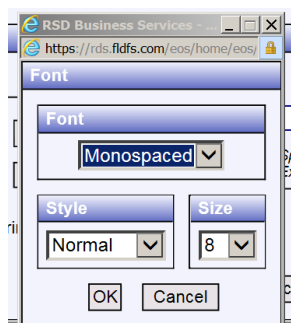
### Print Setup

A few items in the print setup need to be changed to ensure reports print correctly and legibly. EOS “remembers” the setup for future print requests.

- A. Select **Print Setup**  to set the print options. The PC Print tab will be displayed:

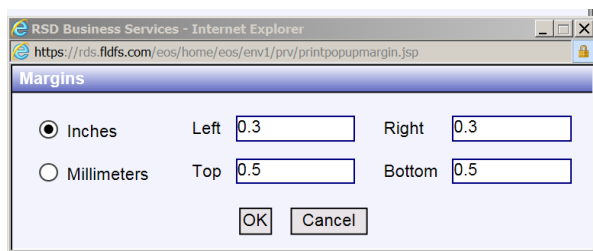


1. Change the Orientation to Landscape.
2. Check  the **Display print dialog** box. This selection will enable the user, in future steps, to pick the printer or PDF option. **This is very important.**
3. Select **Fonts** and complete the Font menu as outlined below:



- Change the Font to Monospaced using the dropdown. (It may take a minute for the dropdown to populate, be patient.)
- Change Style to Normal using the dropdown.
- Change Size to 8 using the dropdown.
- Select **OK**.


4. Select **Margins** and completed the Margins menu as outlined below:

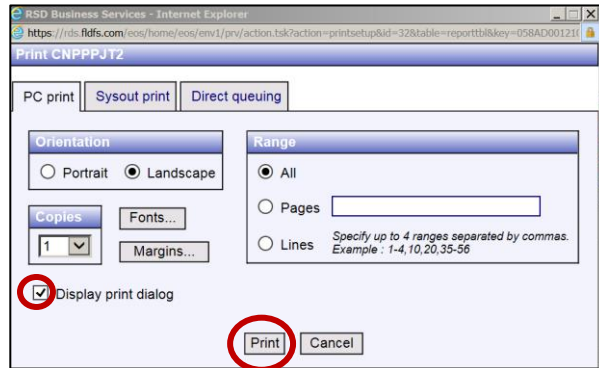


- Set the Left and Right margins to 0.3
- Set the Top and Bottom margins to 0.5
- These settings cover the reports that have more than 160 characters per line, but will work with other reports having fewer characters also.
- Press **OK**.

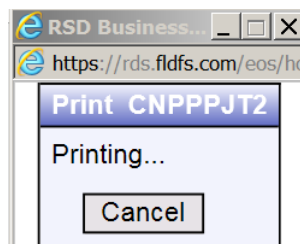
# EOS Thin Client

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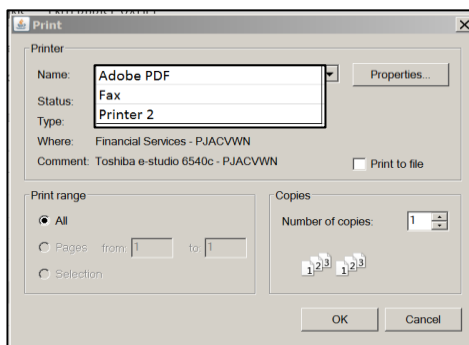
5. When the settings are completed, verify the print dialog box is checked ☒ , and select **Print** to submit the print request.



- B. The print box will appear. Press **CANCEL** to cancel the print request if necessary.



- C. If the “Display Print Dialog” was checked, a printer dialog box similar to the one below will appear. From this screen, select any printer from the dropdown menu including (for most users) printing to PDF. Press **OK** and the report will print like any other print request.





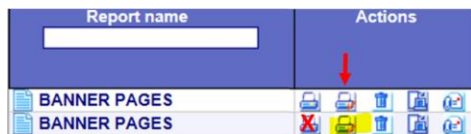
Based on the capabilities of your printer, this method allows the user to set printer properties such as 2-sided printing, staple reports and hole punch.

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### To print from EOS after initial printer setup:

- A. Use either the **Print to PC**  (1<sup>st</sup> icon under Actions column) or the **Print Setup** icon  (2<sup>nd</sup> icon under Actions column).



- B. If **Print SetUp** icon is selected
1. When settings are completed, verify the print dialog box is checked ☒, and select **PRINT** to submit the print request.
  2. The print box showing the status of the print job will appear. The report can be cancelled on this screen.
  3. A printer dialog box will appear. From this screen, select any printer from the dropdown menu including (for most users) printing to PDF. Press OK and the report will print like any other print request.

Based on the capabilities of your printer, this method allows the user to use 2-sided printing, staple reports and hole punch as needed.

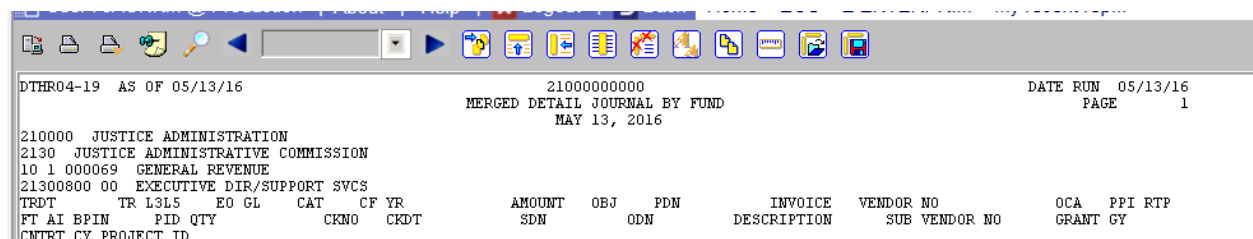
- C. The printing queue is shown which briefly allows report to be cancelled.

### To view a report:

- A. Select the Report Name link to view the report.



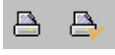




- B. The report will load then be displayed. The report can be viewed and the user can determine if a partial report needs to be printed.



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C. Functions are provided across the top of the screen, hover over the icon to display the function such as:

1. Printer icons  discussed in prior sections.
2. Find icon  opens a dialog where you can specify the data you want to find.
3. The Text search' tools  highlights all occurrences of specified text. The arrows find the prior or next occurrences.
4. Go to page/line icon  will let you move to any page or line desired. Once the icon is pressed, a screen will open for entry of the page or line number.
5. Hold Lines icon  which act similar to the Microsoft freeze pane function. Highlight the data to be shown at the top, such as the column headers, and then select the Hold Lines icon.

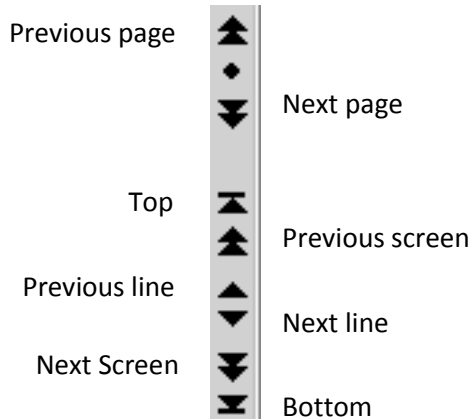
The example below shows the selected data below the row of icons and above the report.

TRDT	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	PDM	INVOICE	VENDOR NO	OCA	PPI	RTP
FT	AI	BPIN	PID	QTY	CKNO	CKDT	SDN	ODN	DESCRIPTION	SUB	VENDOR NO	GRANT	GY		
CNTRT	CY	PROJECT	ID												
04/06/2016	58	1100000	KL	13100	010000	00	1.54	000000	VAG2700						A
03/31/2016	99	1100000	KL	13100	010000	00	1,233.55	000000	VGR841	0100					A
03/31/2016	99	1100000	KL	13100	010000	00	83.25	000000	VGR841	0200					A

6. Reset formatting icon  will remove the Hold Lines
7. The copy icon  enables selected lines to be copied from the report to the Clipboard. Then the user can paste the copied data as needed.
8. Any icons not discussed are still being learned.

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- D. Navigation arrows are displayed on the right side of the screen and are shown below. A description is shown next to each button.



### Using the Report Distribution filters to search or narrow the report listing

Report name	Form	Description	Pages	Lines	Actions	Creation	Sta
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	
						<input type="text"/>	

Input filter fields (dynamic filters) appear directly under the column headers. To filter on one or more of these fields:

- enter the criteria as described below
- press **ENTER** to search for criteria while the cursor is in one of the fields or use the buttons on the toolbar.

Filters can be applied or removed using the icons below

- Apply dynamic filter to apply the filtering criteria.
- Reset dynamic filter to reset filter.

- Rules for entering filter criteria:
  - For text fields:
    - enter the full name or
    - the beginning of the name and an asterisk (\*).



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### 2. For date fields:

- Use the first date field to filter reports starting from the date entered. For example, if the second date field is left empty, the list will show reports from the first date field to the present date.
- Use the second date field to filter reports up to the date entered.
- The filter can be an actual date or a relative date.
  - ✓ To enter an actual date, use the Calendar tool or type the date.
  - ✓ To enter a relative date, type a number. For example, if the number is 10 or -10, then the list is filtered to show reports from 10 days ago to the present.

## Customize the Report Distribution display

The columns containing the most referenced information are the following:

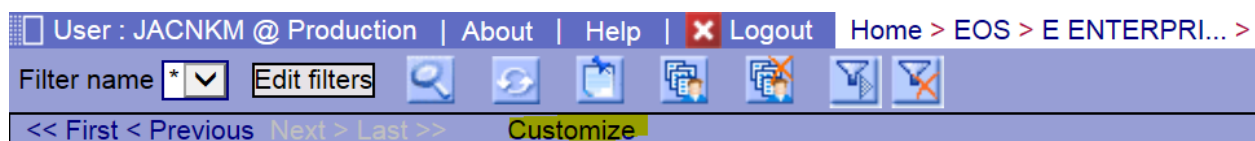
- Report Name - provided when the report is scheduled to run in FLAIR.
- Actions (buttons) – functions.
- Form – 4 digit ID used in RDS.
- Description – provided when the report is scheduled to run in FLAIR.
- Creation date – date report was created.
- Expiration – date report will archive.
- Pages – length of the report.
- Lines – number of lines on the report.

There are many columns on the report that offer little useful information. The columns displayed can be adjusted as follows:


- Columns can be removed from the display.
- Columns can be moved (display order changed).
- Columns width can be changed.

## Steps to customize the display

A. Select the Customize option on the Report Distribution display.




B. The screen below enables you to remove columns or change the order they display on the screen.

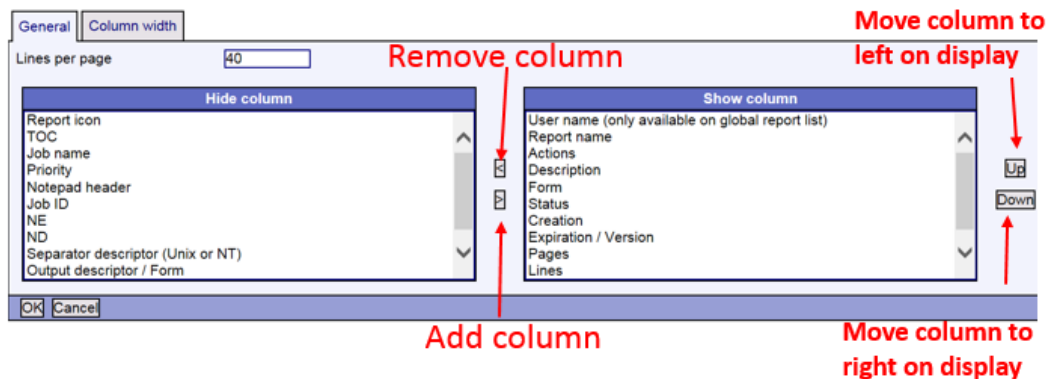
1. To remove columns **from** the report display screen, select from the “Show column” box the column to be removed. Select the **left arrow** .

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2. To add columns **to** the report display screen, select from the “Hide column” box the column to be added. Select the **right arrow** .
3. When the report display is populated, the columns will be in the same order as the columns are shown in the “Show column” list.
  - a. To move a report to the right on the report display, select the column name and select **Up**, repeat pressing **Up**, until the column moves to the desired place on the list.
  - b. To move a report to the left on the report display, select the column name and select **Down**, repeat pressing **Down**, until the column moves to the desired place on the list.
4. Press **OK** to save changes and return to the prior screen.

### Report list



The screenshot shows the 'Report list' web application interface. It has two tabs: 'General' and 'Column width'. The 'General' tab is active, showing 'Lines per page' set to 40. Below this are two list boxes: 'Hide column' on the left and 'Show column' on the right. The 'Hide column' list contains: Report icon, TOC, Job name, Priority, Notepad header, Job ID, NE, ND, Separator descriptor (Unix or NT), and Output descriptor / Form. The 'Show column' list contains: User name (only available on global report list), Report name, Actions, Description, Form, Status, Creation, Expiration / Version, Pages, and Lines. Between the lists are two small square buttons with right-pointing arrows. To the right of the 'Show column' list are two buttons: 'Up' and 'Down'. At the bottom are 'OK' and 'Cancel' buttons. Red annotations with arrows point to these elements: 'Remove column' points to the right arrow button; 'Add column' points to the left arrow button; 'Move column to left on display' points to the 'Up' button; and 'Move column to right on display' points to the 'Down' button.

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### Frequently Asked Questions/Computer Settings & Software

#### A. What is EOS Thin Client?

EOS Thin Client is a web application used to download Report Distribution System Reports (RDS) into EXCEL Spreadsheets, Word Documents, PDF Files or transmit reports as email attachments, allowing data to be shared.

EOS Thin Client can also be used to “View” reports as currently done on the Bluezone 3270 screen.

#### A. Can I perform my RDS Administrative functions using Thin Client?

No. Only the RDS End User functions can be performed on Thin Client.

The RDS Administrative function must access the Bluezone TN3270 emulation.

#### B. Do I need to load any software to my desktop?

No. EOS Thin Client is a web application. Software is no longer required on your desktop.

#### C. How do I get access to the new Thin Client Application?

Go to the EOS Thin Client application link: <https://rds.fldfs.com/eos/> and the screen will be displayed to logon. *Be sure to include the “/” at the end of the application link in order for the page to be displayed.*

#### D. Which browser software does Thin Client support?

The minimum requirements for Thin Client support are:

- **Java version 6 or higher, 32 byte**

- \*\* users have experienced issues with printer setup until JAVA was updated.

- \*\* 5/31/18 users with JAVA version 8. 171 are experiencing issues using EOS. DFS said the last working version was 8.161 and going to it or a lower version should resolve the issue. The IT within each JRO will have to decide the best method. The reports can still be ran using BlueZone to access RDS through the mainframe instead of the EOS web application.

- Internet Explorer 7 or higher

- Firefox

- \*\*Firefox version 51.0 is the last version that supports JAVA

#### E. Are there other setting that need to be done to access the Thin Client?

Yes. Set Internet browser to ‘Allow’ Pop-Up Blockers and add Thin Client web site <https://rds.fldfs.com/eos/> to JAVA Security Exception Site List.

#### F. What does it mean when a security/certification error occurs?

JAVA settings must be modified to operate Thin Client properly. Contact your Agency Desktop Support Service for assistance.

#### G. From my Home Page, what should I do now?

Select the EOS link under the Home Icon or the link under ‘Business Services’.

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### H. What user name and password do I use for the Logon Dialog box?

Enter your NASSAM user id and password used for logon to RDS.

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**I. Can I use Thin Client to view and print reports from my reports list or do I need to use Bluezone TN3270?**

Thin Client performs all RDS End-User functions like view, print and restore as they are currently performed on the Bluezone TN3270 emulation.

**J. Will access to my reports from Bluezone TN3270 stop working?**

No. You can view and print your reports from Thin Client or Bluezone TN3270.

ADDED BY JAC STAFF

**K. I've checked all the suggestions above, why am I'm still unable to connect to EOS?**

The EOS Client is accessed the same way you access FLAIR. The only difference is that ports 80 and 443 need to be opened by whoever manages your connection. It is a private web site and not available to the general public.

**L. Why won't the report display (PDF) or send the print job to the printer when I request it to print?**

What application are you using to access the internet? Internet Explorer or Chrome? EOS doesn't seem to work well with Chrome.

**M. Why is it taking several minutes for a 2 page report to print?**

Some users have reported that reports run slower when using a VPN connection for secure access to the My Florida Network.

**N. Why am I receiving the error "An address, port or server alias are required"?**

In January 2018, changes were made to EOS that caused the system to no longer store the address and port. This has been resolved, however if it occurs in future follow the steps below to login:

1. Click Advanced link on login dialog box
2. Enter User Name and password like normal
3. Enter in Address field "scdc.dfs.state.fl.us"
4. Enter in Port field "5000"
5. Click Login button

**O. When I login to EOS and try to open a report, why do I get a message that Java doesn't trust the server or the server's certificate is out of date?**

You may need to add the DFS URL to your Java exception site list in the Java control panel. In Windows, you can click the Start menu button and search for "configure java" to get to the control panel. Once it's launched, click the Security tab and then the Edit Site List button. Add DFS' EOS URL (<https://rds.fldfs.com>) to the list and click OK.

More info can be found: [https://www.java.com/en/download/faq/exception\\_sitelist.xml](https://www.java.com/en/download/faq/exception_sitelist.xml)