

## TO ACCESS RDS

### USER ID's

Each user is assigned a NASSAM/ RACF ID by the RDS Administrator within his or her agency. The first three digits are a three character prefix assigned to each agency. For JAC the RACF/NASSAM user ID begins with: JAC.

### SIGNING-ON (ACCESSING RDS)

**Access the Department of Financial Services Network from your agency's data center menu or type NASSAM on a blank logon screen. (See your IT director for assistance, each agency's access to FLAIR is unique.)**

This screen gives security clearance to the Department of Financial Services Network. (SCREEN A) On this screen the user types his RACF ID (in the User field) and password. After typing User and Password, Enter is depressed.

### SCREEN A

```
EMSP00                HELP DESK: 413-3190 S/C: 293-3190 Terminal:
SAMI3297

                                Date . . : 01/24/11  Time . . :
12:42:27

                State of Florida, Department of Financial Services

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
```

## PASSWORDS

### Notes on Passwords:

Passwords are assigned by the user when first signing on to the Department of Financial Services Screen. **(Passwords must be 8 characters exactly and contain at least one upper-case letter, one lower-case letter and at least one number.)**

To assign a password, the user will type his/her RACF ID and the default password on the screen and depress the enter key. The default password is DJAC.

The system will bring back the following message, **“The password has expired; enter a new password.”** Enter a new password in the New Password field and depress Enter.

The message, **“Reenter the new password for verification”** will appear at the bottom of the screen. Type the new password again in the New Password field and depress Enter to log completely onto the network.

This procedure is only necessary the first time a user signs onto the network or if the user’s password has expired or been revoked.

Passwords will expire every **30 days** and cannot be re-used for 15 cycles. If passwords expire or are revoked, contact the agency RDS administrator.

The Application Selection Menu will appear. (SCREEN B) To access RDS, type **5** or **RDS** on the command line at the bottom of the screen and depress Enter.

## SCREEN B

```

EMSP01                Application Selection  Help: 413-3190 Term:   SAMI2210
                               S/C: 293-3190 Time:   12:35:01
                               Date: 01/24/07 Group:   NA
                               Broadcast:   User: VWN   Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix ¢  Print key PA2

ID  Name                Jump Key Application Description
 1  PROD                 PA1    FLAIR Production System (DACA)
 2  NAT                 PA1    FLAIR Natural Reporting (DACN)
 3  IW                  PA1    FLAIR Information Warehouse
 4  NATTEST            PA1    FLAIR Natural Warehouse (NT)
 5  RDS                 PA1    FLAIR Report Distribution
 6  DSS                 PA1    RESERVED (use IW instead)
 7  SPURS              PA1    State Purchasing System(SPURS)
 8  PYRL               PA1    State Payroll System (PYRL)
 9  HOT                PA1    Get Lean Hotline System
10  SECURITY           PA1    SECURITY ADMINISTRATION

COMMAND ==> _5_____
PF 1=Help  2=Language  3=Disc  4=Keys  7=Backw  8=Forward
    
```

Printing FLAIR/SAMAS Reports from the RDS System

After signing on to the RDS system your report directory will display (see screen below).

**NOTE: BOTH A DISPLAY SESSION AND A PRINT SESSION MUST BE OPEN AND CONNECTED TO FLAIR IN ORDER TO SUCCESSFULLY PRINT REPORTS VIA THE RDS SYSTEM. Please work with your IT person to ensure that you have connected your printer to the FLAIR mainframe system in Tallahassee. Contact Vicki Nichols at JAC if you need assistance: nicholsv@justiceadmin.org.**

To extract an entire report (for printing), PRESS THE TAB KEY TO MOVE THE CURSOR TO THE LEFT OF THE REPORT YOU WISH TO PRINT. Type **E** in the action column next to the desired report and press Enter. (See below.)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-  USER-> DISCL11  TR-> 13      TP-> 2361      TL-> 87339
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
      DMAR054          LR01 12/31/2002 14.48 01/30/03      154      8792 0 5
      DTHR04          LR03 01/21/2003 13.09 02/20/03       38      1605 0 5
      DMAR054          LR01 01/21/2003 13.10 02/20/03       17       612 0 16
      E  DMAR01          LR02 01/21/2003 13.11 02/20/03      170     5465 0 18
      DMAR054          LR01 03/19/2003 13.46 04/18/03       18       628 1 6
      DMAR01          LR02 03/19/2003 13.47 04/18/03      174     5734 0 3
      DTHR04          LR03 03/19/2003 13.48 04/18/03       99     4234 0 1
***** END OF DIRECTORY *****

```

After typing **E** and depressing Enter the screen below will display. This is the first of two screens to complete the extract. (SCREEN C) On screen C enter **P** next to **TECHNIQUE** and press Enter. See below.

**SCREEN C**

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SINGLE EXTRACT MENU (1)  USER-> DISCL01
REPORT NAME -> DMAR054      TOTAL PAGES-> 101      TOTAL LINES-> 3038

TECHNIQUE          ==> P <--- P(SYSTEM)/T(TRANSFER)

                                PAGE FORMAT ==>
                                OUTPUT LIMIT ==>

- FOR SYSTEM PRINT ONLY-
JCL MODEL USED    ==> WERDJC00  DATA SET OUTPUT    ==> N <- Y/N/F

- FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LINE(S)  ==>
FROM/TO LINE(S)  ==>

```

After pressing enter from the previous screen, the screen below will display.  
(Screen D)

**SCREEN D**

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SINGLE EXTRACT MENU (2)  USER-> DISCL01
REPORT NAME -> DMAR054      TOTAL PAGES-> 101      TOTAL LINES-> 3038
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
      Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME      ==> D210000     CLASS ==> Q      MSGCLASS     ==> D
NOTIFY       ==>           ROOM  ==>
ACCOUNTING   ==> (B0100,134)
PGMR NAME    ==> 'CLSRM'    CLASS FOR LOG ==> *
DEST         ==> PJACVWN    FORM  ==> STD   OUTPUT CLASS ==> A  FCB ==>
WRITER NAME  ==>           COPIES ==>           UCS ==>
OUTPUT REFERENCES ==> / / /
PRINT FORMAT (REP/SEP) ==> /
HEADER LINES                               SEPARATOR NUMBER
  1 ==> VICKI NICHOLS                       USER (TOP/BOT) ==> 1 / 0
  2 ==> JAC TALLAHASSEE                     REPORT (TOP/BOT) ==> 0 / 0
  3 ==>                                       WITH PACKET INDEX ==> Y
  4 ==>                                       DELETE AFTER EXTRACT ==> N
  5 ==> *****
LASER PRINTER -----> NONE
    
```

On screen D, to the right of “DEST” will be the printer ID assigned to your session as an individual. In most cases it will be your user name + a P in front. The user will type a Y on the command line to confirm the print request and press Enter.

A screen will appear informing the user the print request was accomplished.  
(See below.)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRINT/EXTRACT RESULT-  USER-> DISCL11

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****

JOB NAME      ---> DCLASRM   JOBID  ---> JOB01847

SUBMITTED AT : 08.36.24 09/08/03 (03251)  TO SERVICE EXTRACT REQUEST.
    
```

The report should begin printing on the users default printer within a minute or two.

# RDS Commands and F Key Navigation Descriptions

## COMMANDS - From the DIRECTORY

### In the Action Field

Command	<i>Action</i>
<b>S</b>	Select the report for viewing
<b>R</b>	Restore an Archived Report
<b>E</b>	Execute a Print to a Local Printer

### From the Command Line – To Position the Directory

Command	Action
<b>TOP</b>	Top of Directory
<b>BOT</b>	Bottom of Directory
<b>PF 7</b>	Scroll Backward One Screen
<b>PF 8</b>	Scroll Forward One Screen
<b>PF 10</b>	Scroll Directory to the Left
<b>PF 11</b>	Scroll Directory to the Right
<b>PF 1</b>	Help Screen

COMMANDS - Within the REPORT**From the Command Line – To Position the Report Data**

Command	<i>Action</i>
<b>TOP</b>	Top of Report
<b>BOT</b>	Bottom of Report
<b>PF 7</b>	Scroll Backward One Screen
<b>PF 8</b>	Scroll Forward One Screen
<b>PF 10</b>	Scroll Report to the Left
<b>PF 11</b>	Scroll Report to the Right
<b>PF 6</b>	Scroll Report Backward One Page
<b>PF 12</b>	Scroll Report Forward One Page
<b>NNNN</b>	Move to Report Line NNNN
<b>PNNN</b>	Move to Page NNN
<b>PF 1</b>	Help Screen