How to Use Xnet For WIC reports
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Introduction

Xnet is the web-based interface to Systemware’s Xptr (pronounced “exporter”), which the Department of Health and Human Services uses to store and retrieve mainframe report output. It allows the user to view reports on a PC screen without the need for a paper copy. This document was designed to quickly train WIC users in the use of basic Xnet functions. It can be read sequentially for that purpose. However, a Table of Contents is provided in order to locate frequently used functions quickly.

The ITS site http://sccb.sips.state.nc.us/sysware/sysware.htm has additional information about Xptr, Xnet, Xnd, and other Systemware products. If you require additional information or documentation, contact the ITS Customer Support Center at (919) 754-6000 or 1-800-722-3946 to find out what is currently available.

Although this document was developed for use with the Internet Explorer internet browser, most functions should work equally well with Netscape. Differences between the two browsers are shown where they are known to apply.

This document was developed by the WIC support team at the North Carolina Department of Health and Human Services’ Division of Information Resources Management (DIRM). Please contact the NSB Helpdesk for corrections or additions to the document or to obtain a softcopy.

Recent Xptr Changes (May-June 2006)

- **JCL in NAA1**  Page 13
  Mainframe Job Control Language (JCL) and other system messages are no longer stored with their associated reports. All JCL-related output is now stored in NAA1 subfolders to reduce the “clutter” found in earlier versions of some reports. Older versions of reports created before this change, however, may still contain this sort of output.

- **New cross-reference report**  Page 10
  A new report, “ALL XPTR REPORTS,” has been added. This report should help you find any other report you need in Xptr/Xnet, using any of several types of report information as a cross-reference.

- **Xnet title changes**  Page 10
  The titles that Xnet lists for reports have been changed to use report IDs instead of report title abbreviations.

- **Report title/ID changes**  Page 10
  To make identification of reports easier, most reports now have a unique report ID. This report ID appears both in Xnet’s report title and in the heading of each report page viewed.

- **Security changes**  Page 21
  Access to most WIC reports in Xnet is now restricted.
Logging on to Xnet

The Xnet logon screen is accessed via the Internet. For Internet Explorer, use https://scca.its.state.nc.us/xnet/IEXLOG.htm. For Netscape, use https://scca.its.state.nc.us/xnet/NSXLOG.htm. Save this address in your Internet Explorer Favorites or Netscape Bookmarks for quick access.

For the Security ID and Password fields, enter the same ID and password you would use to access the mainframe HSIS/WIC system. Internet Explorer users: if the Xptr System, Account Code, etc., areas are not already displayed, click on the “Show other options” checkbox. Enter “XPTR” for Xptr System. Then enter your Account Code (see explanation below) and click on the Continue button to complete the logon process.
Your Xnet Account Code consists of a department code and a bill code and is similar to the code you use to logon to the mainframe HSIS system. The Xnet differences are (1) department code and bill code are reversed, and (2) the hyphen is not used. For example, if you logon to mainframe CICS in Franklin County, using bill code **NFI-NER**, then you would use **NER-NFI** as your Xptr/Xnet Account Code (see sample CICS and Xnet logon screens below):

```
WELCOME TO CICSNC25 DHR'S 24 X 7 PRODUCTION REGION.

Welcome to DHR's 24 X 7 Production Region.
Userid --> bill-cde --> NFI-NER
Password --> New Pswd -->
Please fill in your Userid and Password and press ENTER.
```

Reverse the two codes used for HSIS, and remove the hyphen. This is just an example. Use the appropriate account code for your program.
Navigate button

Once you set up a Favorite Documents list, it will normally be the first panel you see each time you logon to Xnet. However, the first time you use Xnet this list will be empty. See Your Favorite Documents list below for instructions on how to set up and maintain this list.

To find reports that are not on your Favorite Documents list, you can use the Navigate button to look through the entire directory of WIC reports.
Next select “List document folders,” enter “/DHR/NAA” into the text box, and click on the Continue button.
Note the hierarchical folder structure on the left side of the screen. The “/” folder at the top contains folders for all reports in the entire Xptr/Xnet system. Under that, the “DHR” folder contains folders for all reports for the Department of Health and Human Services. And under that is the “NAA” folder containing all WIC reports.

The screen below displays the first page of the directory of all documents (reports) in the WIC folder /DHR/NAA. The information is displayed in two columns: full folder name followed by full report title. Note that all WIC report titles in Xnet begin with “DHRNAA.” Since this part of every WIC report title is the same, the remainder of this document will ignore it. Since Xnet limits the number of characters that can be assigned to a report title, the Xnet titles will usually match a report’s Report ID instead of its actual title. This is one of the primary changes made in March, 2006.

The very first report listed is in folder /DHR/NAA/NAA0 with title “ALL XPTR REPORTS.” Click on the /DHR/NAA/NAA0 folder name to view this report.
Every time a mainframe job produces a report for Xnet, a new version of that report is created. Below we see that there are nine versions of “ALL XPTR REPORTS,” listed in chronological order, with the newest version listed first. For this particular report we are only interested in the most current version, so click on the top version to view it.
“ALL XPTR REPORTS” File

This is sort of a “report of reports.” It contains a list of all the WIC reports in Xptr/Xnet, with cross-reference information added to help you find a particular report. If you need to view many different reports in your job or need to find a report that is not yet familiar to you, this special report can help you identify and locate the report(s) you need. All WIC Xnet users should have access to this report. However, just because you see a report listed in this file doesn’t mean that you will be able to access that report in Xnet.

The columns in the “ALL XPTR REPORTS” list are as follows:

- Column Heading: **Xptr Form** – Xptr reports are stored in “Forms” (Xnet calls them “Folders”). A form/folder contains all the available versions of a report.
- Column Heading: **Xptr Title** – This is the title that Xptr and Xnet use to identify this report. The actual title always begins with “DHRNAA,” so that part has been omitted here to save space.
- Column Heading: **Report ID** – A unique ID that prints in the report heading (most WIC reports have this ID)
- Column Heading: **Title in Report Heading** – The report title printed in the report heading

Scroll right to see the remaining columns.
• Before March 17, 2006:

- Column Heading: **Former Xptr Form** – WIC reports were reorganized in Xptr/Xnet such that some reports are being stored in different forms/folders. This column lists the form/folder containing older versions of the report created prior to that date. For example, the NA42070-H and NA42070-I reports were formerly stored in form NAA8, but are now in NAA4. This should be helpful if you need to locate an old version of a report.

- Column Heading: **Former Xptr Title** – Some Xptr/Xnet report titles were changed. Most were formerly named using either the mainframe job name, or with a very short abbreviation of the printed report title that was often difficult to interpret. These were renamed to use the report ID. For example, report “NAA100,” which was named after the mainframe job that produces it, was renamed to “NAAE102,” which is the report ID printed in the report heading. The actual printed report titles in the report headings were not changed, however. For example, the reports now called “NA42070-H,NA42070-I” in Xptr/Xnet were formerly called “NAA4207D.” However, the titles in the report headings are still “UNITS OF INFANT FORMULA CONVERTED…” and “UNITS OF INFANT FORMULA REDEEMED…” just as before.

---------End of Before March 17, 2006 Information ---------
Click on the **Page down** button to view the next page of this report and scroll to the right to see the last report column.

- Old Versions Recreated – due to an Xptr configuration error, some older reports that were previously in Xptr/Xnet were lost, but have since been recreated. This column lists old report versions that have been recreated. For example, “12/28/06: R2005MAY - R2004OCT” means that on December 28, 2006, versions from May 2005 back to October 2004 were recreated. When viewing a list of report versions, “R2005MAY” in the **Job** column would identify the recreated report for May of 2005.

Click on the **Back to Previous Panel** button to return to the screen that lists all versions of this report, and then click on your browser’s “Back” button until you return to the list of reports. A quicker way to return to the list of reports will be discussed later.
Viewing a report

The first few pages of the /DHR/NAA directory list technical files that aren’t of any interest to most users. Because we know from experience that the actual WIC reports aren’t shown until page 4, we can click on the page 4 link to go directly to that page.

You don’t need to look at JCL files.

You can click on the << previous or next >> links to scroll forward or backward one page through the directory.
To view a report, click on the report’s folder name. For example, suppose you decide that you want to look at report NA455-1, “ACTIONS DUE LISTING.” Click on the /DHR/NAA/NA38 report folder, as shown below on page 5 of the directory, to view this report.
Report folders and report versions

When you open a report folder using Navigate, Xnet will first show you a list of all the reports that are in that folder. The list is in order by the date and time that the report was written into Xnet, with newer reports listed first. This list usually consists of different versions of the same report. For example, if the report is produced monthly, the list might show November, October, September, etc., versions of the report. The list below shows 16 versions of the NA455-1 report in Xnet. Xnet assigns a sequential number to each version, and records the exact date and time the version was received, the number of pages in each version, and the mainframe job name that created the report. As time progresses, additional versions will be added as they are generated by the system. If the report is new and has not yet been put into Xnet, the version count will be zero and the list will be blank.

Click on the latest report’s date/time to view it.
Scrolling through a report page

When you browse a report, Xnet will first show you page 1 of the report. Note the Report ID in the upper left corner of the report. Near the top right-hand corner are the date and time the report was loaded into Xnet, the page number you are viewing, the total number of pages in the entire report, and the line number you are currently positioned on.

This particular report page is longer and wider than can be shown on your screen. Some reports will display this way and others will not, depending on how many lines and columns are in a single report page. Use the scroll bars and buttons on the side to scroll up and down. Use the scroll bars and buttons on the bottom to scroll right and left.
Report navigation buttons

Note: Pointing the mouse pointer to a button will display that button’s function. Notice the small “Page down” box shown in the example below.

Page down (to view the next page)

To go forward to the next page of a report, click on the Page down button shown below. Note: in this case the button has no effect, since this particular report contains only one page.
Find (to find text in a report)

Suppose you want to find participant number 000022 in this report. Just key the text you are looking for into the text box marked below and click on the Find button.
Xnet finds the text in the report and shows you the next page containing that text. Note that the text located (“000022”) is highlighted in the report.

Other report navigation buttons
Move the mouse pointer over the buttons to see each button’s function. Next to the regular Find button are a Find Again button, to search forward for the next occurrence of this text, a Find Previous button, which will search backwards for the previous occurrence, and a Find Reset button, to clear the text box for starting a new search.

On the far right are the Back to Previous Panel button, the Go To Page text box and button, and the First page, Page up, Page down, and Last page buttons.

Back to Previous Panel button
Click on the Back to Previous Panel button to return to the list of reports in this folder.
Returning from list of report versions to list of reports

Next we want to return to the previous screen, which was page 5 of the list of all reports in folder /DHR/NAA. Unfortunately, Xnet does not provide a Back to Previous Panel button on the screen that lists report versions. If you have only viewed one page of a report, you can click on Internet Explorer’s Back button or Netscape’s “Go back one page” button to return to the list of report folders. However, if you have viewed several pages of a report or multiple reports, this button will take you backwards through all those pages again before finally returning you to the screen you want.

Xnet’s name for the screen we want, i.e. the list of reports, is R12. Internet Explorer users can return directly to the R12 screen by clicking on the small down arrow just to the right of the “Back” button and selecting the “Xnet IEXR12 – Systemware, Inc.” line.

Since Netscape does not display previous screen names in the same manner, Netscape users should probably just click the “Go back one page” button repeatedly until they reach the desired screen.
Report Security

Access is restricted for most WIC reports in Xnet, so even though you can see a list of versions for a report, you may not be able to actually view them. For example, if you click on /DHR/NAA/NAA1.HBA102, which contains mainframe JCL, etc. …
... you will see a list of versions for this report.

However, if you click on a version to try to view it, you will probably see the “No lines selected” error message, which either means

- You do not have access to this report at all
- This particular version of the report does not contain any lines that you can access. Some reports, particularly some used by WIC programs using QS software, contain data for all programs, but individual users within a program can only view the pages for their program. For example, a Cabarrus user can only view Cabarrus pages if the report is secured in this way.

Press the Xnet “Back” button to return to the list of versions for this report.
Viewing other versions of a report

Every time a mainframe job produces a report for Xnet, a new version is created. We have already seen that when using Xnet’s Navigate button to find a report, clicking on a report folder gives us a list of all the versions of that report. If you are already viewing a report, another way to get to that same list to click on the Options pull-down menu and select the Versions option.
Printing a Report

To print all or a portion of a report while you are browsing it, click on the Options pull-down menu and select “Print.”

If Systemware’s “Xnet Local Print Extension” (Xtnsn) application has been installed, you can route your report directly from Xnet to a local or network printer, such as your normal Windows default printer. This plugin can be downloaded from the http://sccb.sips.state.nc.us/sysware/html/accessxnet.htm website (go to the website and click on Download). If you’re not sure whether Xtnsn is installed, you can find out by trying the Local Printer instructions below. But even if Xtnsn is not installed, you should still be able to print the report on your local printer by letting Xnet convert the report to a text file, and then using WordPad to print that file. See the Appendix - Options for Printing and Formatting Reports for additional information.

Reports can also be printed via the mainframe computer. If there is a printer near to you that is accessible by the mainframe, you can use the Mainframe Printer instructions below to have the mainframe send the report to that printer. If the report is very large, you can also have DIRM print the report and deliver it to you.
**Local printer**

The print destination is usually set initially to **PRN (LOCAL PRINTER)**. The other print options are usually set initially to print the entire report.

**WARNING – USE CAUTION** when printing a full report. Make sure you are not printing a very large number of pages that could waste paper and tie up your printer for a long time. There are other options that can be used to print a very large report at the normal DIRM location and have it delivered to you.

To print pages 3-5, enter those values into the “**Print from page:**” and “**to page:**” options. Then click on the **Continue** button. If you are able to print directly from Xnet to your local printer, Windows will then allow you to change the printer ID, change orientation to landscape, etc., if needed before actually printing, just as with any other document you print from your PC.

However, if Xnet responds to a Print request with a “**File Download**” (Internet Explorer) or “**Downloading xnet.cgi**” (Netscape) window, asking you to either open or save the file, this means that Xtmsn is not installed. One workaround you could possibly use until Xtmsn is installed would be to let Xnet convert the report to a text file, and then use WordPad to print that file. To do this, continue by clicking on the **Open** button.
Windows’ response will probably indicate that you need to select a program to open the text file that Xnet has just created. Select WordPad.

Next, use WordPad’s “Print Preview” to see how the report is formatted. You may need to adjust the page orientation or margins (using WordPad’s File, Page Setup function), or reduce the font size (using WordPad’s Edit, Select All function, and then Format, Font). Once the report is formatted correctly, use WordPad’s File, Print (or Print button) to print the report.
Mainframe Printer

Note: This method can be a second workaround possibility for use while waiting for Xtnsn to be installed. To print to a mainframe printer, you must change the print destination. Click on the Destination pull-down menu and select one of the following:

- **PBAT (PRINT REPORTS, ALL SEPARATORS, USER NAME)**
  To print banner pages (separators) at the beginning and end of your report to separate it from other print jobs

- **PBNS (PRINT REPORTS, NO SEPARATORS, BATCH JOB)**
  To print without banner pages, i.e. no separators
The print options are initially set to print the entire report.

**WARNING – USE CAUTION** when printing a full report. Make sure you are not printing a very large number of pages that could waste paper and tie up your printer for a long time. There are other options that can be used to print a very large report at the normal DIRM location and have it delivered to you.

To print pages 3-5, enter those values into the “Print from page:” and “to page:” options. Also enter your RACF user ID (the same one you used to logon to Xnet) into the “Banner Page ID” text box and add one additional character onto the end of your ID. This allows the system to track your print job in case there are problems. Then click on the **Continue** button.
Enter “A” for CLASS, change the number of COPIES if necessary (defaults to 001), and enter your mainframe printer ID for DEST. If you do not know the mainframe printer ID for the printer you want to use, call the DHHS Help Desk at 919-855-3200 for assistance. Once you have entered these values the first time, Xnet will save them for you.
Scroll down to the bottom of the panel and enter your Account Code for ACCOUNT (see Account Code explanation in Logon process), and your name and phone number for JOBPROGRAMMER. Then click on the Continue button.
This panel shows that Xnet has submitted a batch job to the mainframe to process your print request. Click on the **Back** button to return to the print options panel.
Emailing a report

The Print function can also be used to email a portion of a report to someone. To do this, select destination “MAIL (EMAIL REPORTS, NO SEPARATORS)”, enter the page number(s) you want to email and click the Continue button.
On the next panel, enter the email address(es) for the recipient(s) (the screen will hold up to 6), your email address in MAILFROM, and the email subject. If you want to add some text to the email, enter it in the GREETING text boxes provided. Each GREETING text box will become a separate paragraph in the email. When you are ready to send, click on the Continue button. Xnet will send an email from you to the recipient(s) with the report page(s) attached.
**Downloading a report to a text file**

If you want to download a report from Xnet to your PC or LAN, select the **Download** option from the **Options** pull-down menu.
For Internet Explorer, click on “Save”.

For Netscape, select “Save this file to disk” and click on the OK button.
Navigate to the location where you want to save the file, give the file a name with a “.txt” extension, select “All Files,” and click on Save.
Wait for the download to complete. Then click the **Close** button.

A text copy of the report has now been saved in the location you selected, and can be viewed or edited with Notepad, WordPad, Microsoft Word, etc.
Restoring Archived Reports
This panel shows that there are currently 12 versions of report NAAE4208A in Xnet. Note that all but the latest version show a “restore” icon on the far right:

Reports are removed from the online system after they have not been accessed for a time and stored in Xnet’s archives. The “restore” symbol indicates that a report has been moved to the archives. If you click on an archived report, Xnet will ask you if you want the report restored. Click the Restore button if you want Xnet to restore the report.
Xnet will return you to the previous panel while you wait for the restore. This usually takes only a few minutes, but during busy times can take longer. After waiting a minute or so, click on Internet Explorer’s Refresh button or Netscape’s Reload current page button.

If the report has been restored, the “restore” icon will be gone and you can now view the report. Later, if the report is not viewed by anyone for a while, it will automatically be returned to the archive.
Your Favorite Documents list

Adding to Favorite Documents list

Xnet allows you to keep a list of your “Favorite Documents” so that you can quickly locate the reports that you use frequently. Your Favorite Documents list is normally the first panel you see each time you logon to Xnet. When viewing a list of reports, click on Add to Favorite Documents to add a report to your list of favorite reports. You can add to or delete from this list at any time.

You should put “ALL XPTR REPORTS” on your list. Go to page 1 of the /DHR/NAA directory and click to add this report.
Suppose you regularly need to work with report NA38 NA455-1 “ACTIONS DUE LISTING.” This report is listed on page 5 of Xnet’s directory of WIC reports. Note that it is possible to add a report to your favorites even if you do not have authority to actually view it! You should view the report once, just to be sure that you have access, before you add it to your Favorite Documents list by clicking as shown below. See Report Security for further information about authority to view reports.
Viewing Favorite Documents list (Documents button)
As stated above, Your Favorite Documents list is normally the first panel you see each time you logon to Xnet. To return to your Favorite Documents list from any Xnet panel, simply click on the “Documents” button.
A sample Favorite Documents list is shown below.

Reports can be browsed directly from your Favorite Documents list. Simply click on the report title to view a report. One difference to note here is that when you select from your Favorite Documents list, Xnet will automatically select the most recent version of the report and view it, instead of listing all the versions like the Navigate function. But if you need an older version, you can still get to it while viewing the current report by clicking on the Options pulldown menu and selecting Versions.
Sorting Favorite Documents list
This list can be sorted in any of several different sequences by clicking on one of the sorting option buttons located next to “Title” and “Name.”
Removing from Favorite Documents list

If you decide you no longer want a report in your Favorite Documents list, go to the list (by clicking on the “Documents” button) and move your mouse pointer over the report folder to display a menu of functions. Then click on Remove from Favorite Documents to delete that report from your list. The report is still in Xnet for others to view, and you can come back later and add it back to your list if you change your mind.

Internet Explorer

Netscape
Logging off

To log off Xnet, click on “LogOff.”