

Job Description Tools



fourSquares
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About Documentation

The Job Description Tools manuals have been designed with a goal in mind, to assist in making the user's system more productive. System manuals are detailed in nature and provide the user with an in depth look at the functionality available.

Job Description Tools documentation, including but not limited to, manuals, user guides, workbooks, online help text, and documentation posted at www.foursquares.ca website and is written in accordance with the Job Description Tools software base package

Illustrations, screen captures, flowcharts, report samples, worksheets, etc. are for illustrative purposes only and may not reflect the software version currently in use by individual users. If you are unable to find the answers you need from this manual, feel free to visit the fourSquares website at www.foursquares.ca to enter a support ticket or search the Job Description Tools user forum.

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Overview

The Job Description Tools allow you, the user, to use and manage libraries lists associated with job descriptions. No longer will hard code library list in CL programs cause you trouble. Adding, moving, deleting, or replacing will be easier than ever.

Job Description Tools can be used to validate library lists, add new library entries, or remove bad or obsolete library entries.

General Conventions

-  All function keys and references will be bolded and italicised.
-  The terms **AS400**, **System i**, and **i5** are used interchangeably.
-  Throughout the manual you will find the notepad symbol. This denotes additional notes that may help you. 
-  Throughout the manual you will find the target symbol. This denotes a recommendation method, or course of action. 
-  Throughout the manual you will find the finger with a string around it. This signifies information that you should remember. 

Standard Function Keys

The Job Description Tools use standard function keys throughout and perform the same function regardless of where it is located. Exceptions may occur, so referencing the specific function help text is essential and can help avoid problems. Not all function keys are available when performing all system functions.

F-Key	Description
F1	Displays a help screen when pressed, or displays additional error information when the cursor is placed on a message line.
F3	Exits the current system function.
F4	Prompts for field specific values when pressed on a field that allows prompting.
F5	Refreshes the screen with any values that were set prior to pressing ENTER .
F6	Provides an add function for the current system function when pressed.
F11	Changes the current view to an alternate view when available when pressed on a screen that has multiple views available.
F12	Exits the current function and returns to the previous function when pressed.

Table 1

Standard Option Values

The Job Description Tools use standard option numbers throughout and performs the same function regardless of where it is located. Exceptions may occur, so referencing the specific function help text is essential and can help avoid problems. Not all options are available when performing all system functions.

Option	Description
1	Selects a list entry for further inclusion or processing.
4	Deletes a list entry.
5	Displays details about a list entry.






Table 2

Installation

Installation of the Job Description Tools is simple and straight forward. However, it requires several steps that may be beyond the normal end user. It is ideal to have your AS400 system administrator complete the installation process. To ensure that everything goes without issue, your administrator should have the security officer (**QSECOFR**) password available. It is also recommended that you have the necessary encryption key to activate your Job Description Tools nearby. If the Job Description Tools comes preloaded with a trial serial number, you do not need to have an encryption key. You will need one when the trial ends if you want to continue to use the tools.

The installation steps required are listed in following table. When entering commands to run on the AS400, you will need access to a command line and sufficient authority to invoke the commands referenced in the installation process.



-  Have the QSECOFR password.
-  Have the AS400 FTP service started.
-  Have the IP or hostname of your AS400.
-  Have a PC or server to download the #JOBID library too.
-  Have access to a PC command line.







Step	System	Description
1		Create a save file (SAVF) on the System i using the command: CRTSAVF QGPL#JOBID
2		Download the Job Description Tools save file (SAVF) from the fourSquares website at www.foursquares.ca to the C drive of your computer using your favourite web browser.
3		FTP the downloaded save file (SAVF) to your System i into library QGPL into the save file #JOBID created above.
4		Restore library #JOBID using command: RSTLIB SAVLIB(#JOBID) DEV(*SAVF) SAVF(QGPL#JOBID) OUTPUT(*PRINT)
5		Add the Job Description Tools library to the current library list using the command: ADDLIBLE LIB(#JOBID) POSITION(*LAST)
6		Update the tool encryption key using command : UPDENCKEY PRODID(*JOBID)

Table 3

Set Library List Command

The **Set Library List (SETLL)** command can be used to set the current library list based on a job description and, optionally, the current library. This command can be run from an AS400 command line.

From a command line, type **SETLL** on a command line and press **F4**. A display similar to the following will be displayed.

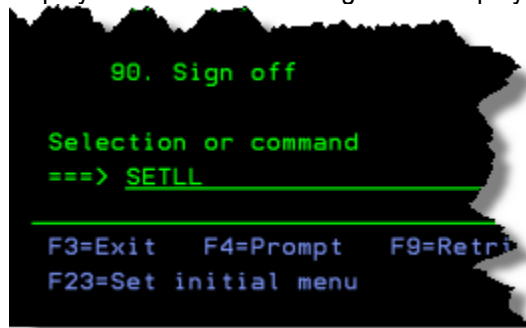


Figure 1



Leave the **Current Library** value as ***SAME** so that it doesn't change from its current value.

If a generic **Job description** is entered, a list of job descriptions will be displayed, from which one must be selected.

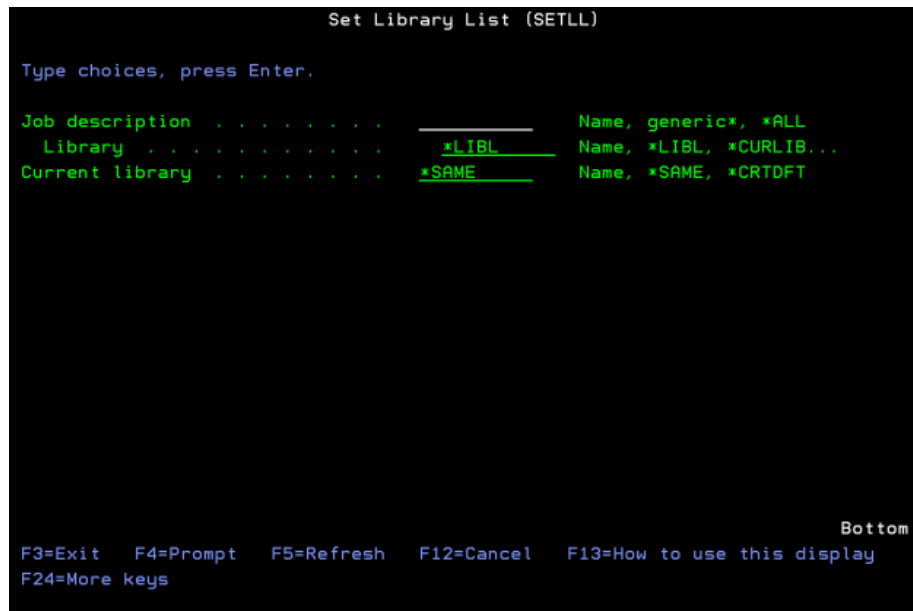


Figure 2

Available fields include those in the following table.

Field	Req.	Value	Description
Job description	Y	Name	The name of the job description to retrieve the library list from.
		generic*	Generic Value. Starting characters for a job description name. This will display a selectable list of job descriptions that start with the specified characters.
		*ALL	All. All job descriptions in the specified library are displayed.
Library	Y	Name	The name of a specific library where the specified job description exists.
		*CURLIB	Current Library. The current library. If none is set, QGPL is used.
		*LIBL	Library list. The current library list is searched for the job description specified.
		*ALLUSR	All User Libraries. All user libraries are searched for the job description specified.
		*USRLIBL	User Library List. The user library list portion of the current library is searched for the job description specified.
Current library	Y	Name	The name of the library that will be set as the current library.
		*SAME	Same. The current library is not changed.
		*CRTDFT	No Current Library. QGPL is used as the current library.

Table 4

Practical Examples

The following examples will demonstrate how use the **SETLL** command. Before beginning, ensure you are on an AS400 command line.

Example 1: Set the Library List.

After reviewing the following example, you will be able to set the library list using a job description.

From a command line, type **SETLL** and press **F4** and a display similar to the following will be displayed.

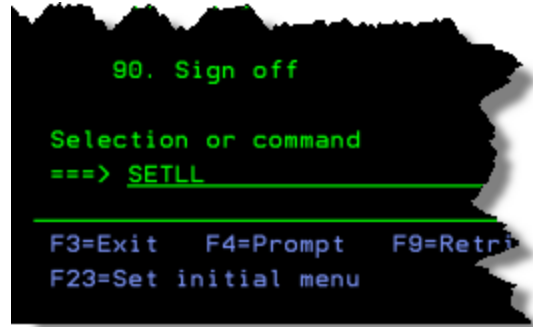


Figure 3

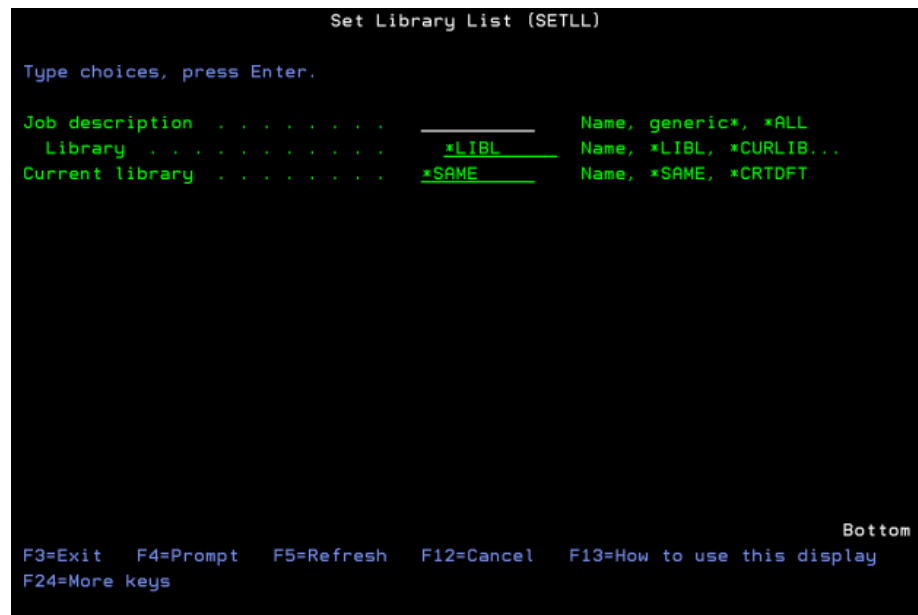


Figure 4

Change the *Job description* parameter to 'TEST', and the *Library* parameter to 'BHICKS' as seen in the following display and press **ENTER**.

```

Set Library List (SETLL)

Type choices, press Enter.

Job description . . . . . TEST      Name, generic*, *ALL
Library . . . . . BHICKS      Name, *LIBL, *CURLIB...
Current library . . . . . *SAME      Name, *SAME, *CRTDFT

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
    
```

Figure 5

The following display will show the library list before the command is run.

```

Edit Library List

System: Y2K

Type new/changed information, press Enter.

Sequence      Sequence      Sequence
Number  Library      Number  Library      Number  Library
-----  -
  0      _____  150     _____  300     _____
 10      QSYS38      160     _____  310     _____
 20      QTEMP      170     _____  320     _____
 30      QGPL      180     _____  330     _____
 40      DBU70      190     _____  340     _____
 50      QFAX      200     _____  350     _____
 60      EZPRINT    210     _____  360     _____
 70      #JOB0      220     _____  370     _____
 80      _____  230     _____  380     _____
 90      _____  240     _____  390     _____
100     _____  250     _____  400     _____
110     _____  260     _____  410     _____
120     _____  270     _____  420     _____
130     _____  280     _____  430     _____
140     _____  290     _____  440     _____

More...

F3=Exit  F5=Refresh  F12=Cancel
    
```

Figure 6

The following display shows the library list after the command is run.

```

                                Edit Library List
                                System:  Y2K
Type new/changed information, press Enter.

Sequence      Sequence      Sequence
Number  Library      Number  Library      Number  Library
-----  -
   0     _____  150    _____  300    _____
  10    QTEMP     _____  160    _____  310    _____
  20    QGPL     _____  170    _____  320    _____
  30    #JOB0    _____  180    _____  330    _____
  40    _____  190    _____  340    _____
  50    _____  200    _____  350    _____
  60    _____  210    _____  360    _____
  70    _____  220    _____  370    _____
  80    _____  230    _____  380    _____
  90    _____  240    _____  390    _____
 100    _____  250    _____  400    _____
 110    _____  260    _____  410    _____
 120    _____  270    _____  420    _____
 130    _____  280    _____  430    _____
 140    _____  290    _____  440    _____

F3=Exit  F5=Refresh  F12=Cancel
More...
```

Figure 7

Validate Job Description Command

The *Validate Job Description Command (VLDJBD)* command can be used to validate a job description's library list, job queue, and output queue information. This command can be run from an AS400 command line.

From a command line, type **VLDJBD** on a command line and press **F4**. A display similar to the following will be displayed.

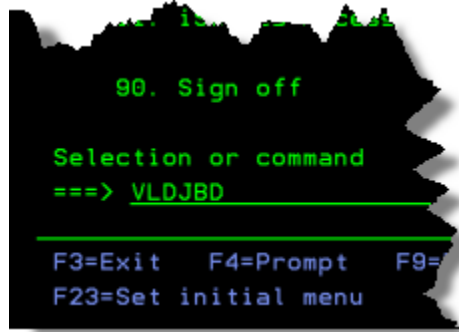


Figure 8



Leave the *Current Library* value as **SAME* so that it doesn't change from its current value.

If a generic *Job description* is entered, a list of job descriptions will be displayed, from which one must be selected.

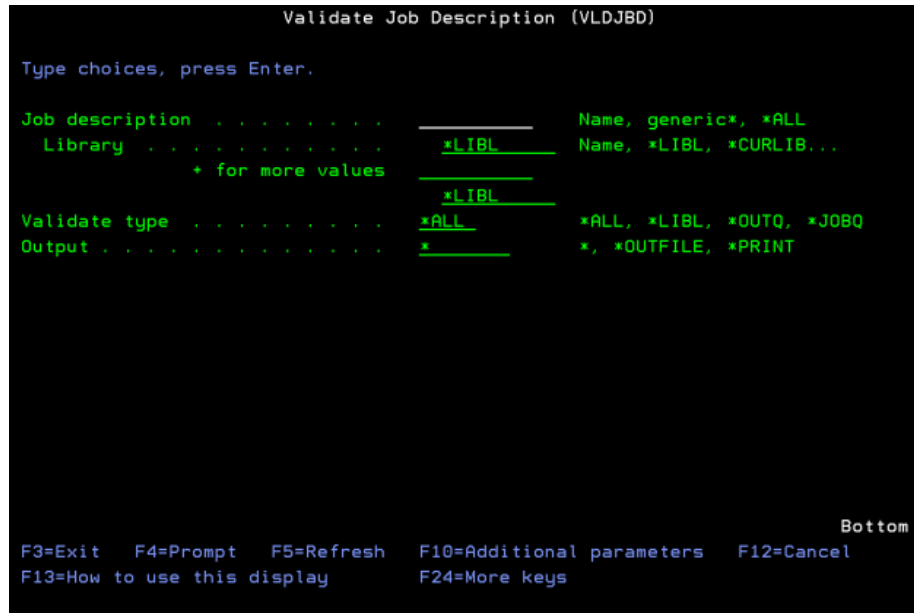


Figure 9

Available fields include those in the following table.

Field	Req.	Value	Description
Job description	Y	Name	The name of the job description to retrieve the library list from.
		generic*	Generic Value. Starting characters for a job description name. This will display a selectable list of job descriptions that start with the specified characters.
		*ALL	All. All job descriptions in the specified library are displayed.
Library	Y	Name	The name of a specific library where the specified job description exists.
		*CURLIB	Current Library. The current library. If none is set, QGPL is used.
		*LIBL	Library list. The current library list is searched for the job description specified.
		*ALLUSR	All User Libraries. All user libraries are searched for the job description specified.
		*USRLIBL	User Library List. The user library list portion of the current library is searched for the job description specified.
Current library	Y	Name	The name of the library that will be set as the current library.
		*SAME	Same. The current library is not changed.
		*CRTDFT	No Current Library. QGPL is used as the current library.
Validate type	Y	*ALL	All. Validate the job description library list, output queue, and the job queue information.
		*LIBL	Library List. Validate the libraries in the job description library list.
		*OUTQ	Output Queue. Validate the job description output queue.
		*JOBQ	Job Queue. Validate the job description job queue.
Output	Y	*	Default. Display the results if the command is run interactively and print the results if the job is run in batch.
		*OUTFILE	Output file. Send the search results to an output file.
		*PRINT	Print. Print the results on a report.
Out file	Y/N	Any	Name of the output file. This is only required if the Output parameter is set to *OUTFILE . The file is created if it does not current exist.
Library	Y/N	Any	Any existing library.

		*CURLIB	Current library. The current library. If none is set, QGPL is used.
		*LIBL	Library list. The results are sent to a file in the current library list. The file must exist for this value to be used.
Replace or add records	Y/N	*ADD	Add records. Add the results to the specified output file.
		*REPLACE	Replace records. Replace the results in the specified file with the results from this command run.
Select records	Y	*YES	Yes. Show a selectable list of job descriptions determined by the Job description parameter. This allows you to specify a lot of job descriptions, from which you can choose which ones to actually validate. Up to 25 can be selected.
		*NO	No. Do not show a selectable list of job descriptions determined by the Job description parameter.
Run mode	Y	*INTER	Interactive. Run the validate command interactively. This will prevent you from using your current session until the command is finished running.
		*BATCH	Batch. Run the validate command in batch. This does not prevent the user from continuing to use the current session.
Results to process	Y	*ALL	All. Show all results whether they are valid or invalid.
		*ERROR	Error. Show only job description values that are in error or invalid.
		*OK	Okay. Show only job description values that are valid and not in error.

Table 5

Save Library List Command

The **Save Library List (SAVLL)** command can be used to save the current user library list. Use the **RSTLL** command to restore the library list. This command is useful if you need to change the current library list to run a special command or program, but you do not know how the current library list was set, and you want to set it back the way it was when you are done. The process would be:

- ☞ Save the current library list using the **SAVLL** command.
- ☞ Change the library list.
- ☞ Run one or more commands.
- ☞ Restore the original library list using the **RSTLL** command.



This command can be run from an AS400 command line.

From a command line, type **SAVLL** on a command line and press **F4**. A display similar to the following will be displayed.

```

00. Sign off

Selection or command
==> SAVLL

F3=Exit  F4=Prompt  F9=
F23=Set initial menu
  
```

Figure 10



Use your job name as a unique identifier as the 'Save ID'. This will help prevent other users for replacing and/or restoring your library list.

```

Save Library List (SAVLL)

Type choices, press Enter.

Save ID . . . . . Unique ID
Save user library list . . . . . *YES *YES, *NO
Save current library . . . . . *YES *YES, *NO
Replace save ID . . . . . *NO_ *YES, *NO

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
  
```

Figure 11

Available fields include those in the following table.

Field	Req.	Value	Description
Save ID	Y	Unique ID	The unique value to associate the current library list with.
Save user library list	Y	*YES	Yes. Save the current user library list.
		*NO	No. Do not save the current library list. This is good when you only want to save the current library.
Save current library	Y	*YES	Yes. Save the current library list.
		*NO	No. Do not save the current library. This is useful when you want to save the current user library list but not the current library.
Replace save ID	Y	*YES	Yes. Will replace a save ID if it exists. Be cautious with this one as it may override the saved library list of a different user.
		*NO	No. Do not replace the save ID if it already exists. An error will be generated if a duplicate save ID is found.

Table 6

Restore Library List Command

The **Restore Library List (SAVLL)** command can be used to restore a previously saved library list. Use the **SAVLL** command to save the library list. This command is useful if you need to change the current library list to run a special command or program, but you do not know how the current library list was set. The process would be:

- ☞ Save the current library list using the **SAVLL** command.
- ☞ Change the library list.
- ☞ Run one or more commands or programs.
- ☞ Restore the original library list using the **RSTLL** command.



This command can be run from an AS400 command line.

From a command line, type **RSTLL** on a command line and press **F4**. A display similar to the following will be displayed.



Figure 12

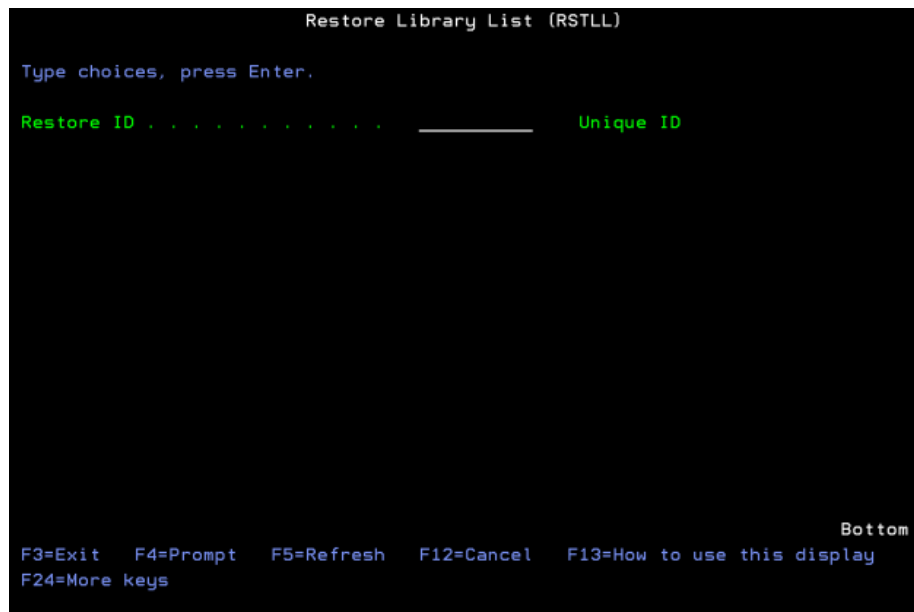


Figure 13

Available fields include those in the following table.

Field	Req.	Value	Description
Restore ID	Y	Unique ID	The unique associated with a saved library list to be restored. This value was used on the SAVLL command to save the library lists.

Table 7

Set Run Library List Command

The *Set Run Library List* (**SAVLL**) command can be used to set the current library list, run a command, then reset the library list back to what it was before the command ran.

This command can be run from an AS400 command line.

From a command line, type **SETRUNLL** on a command line and press **F4**. A display similar to the following will be displayed.



Figure 14

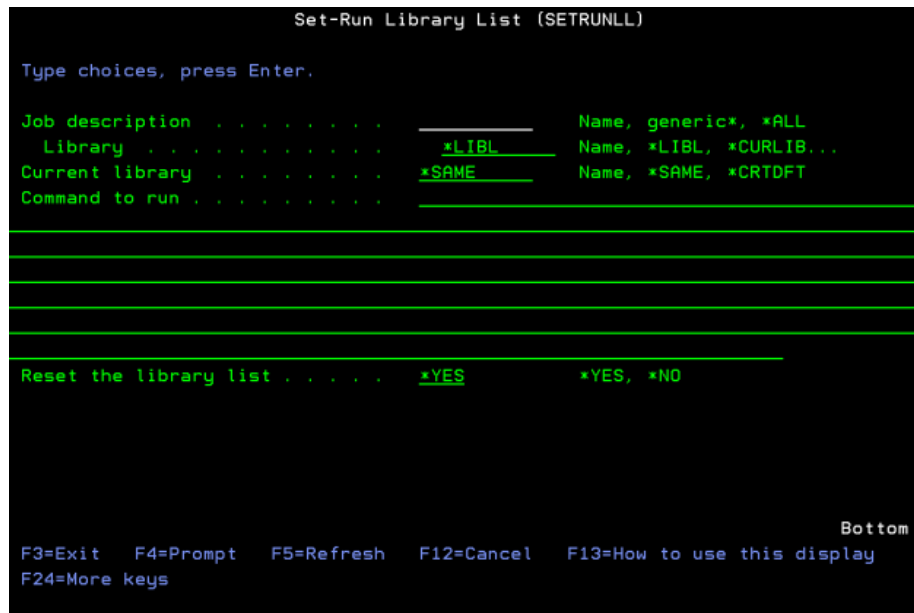


Figure 15

Available fields include those in the following table.

Field	Req.	Value	Description
Job description	Y	Name	The name of the job description to retrieve the library list from.
		generic*	Generic Value. Starting characters for a job description name. This will display a selectable list of job descriptions that start with the specified characters.
		*ALL	All. All job descriptions in the specified library are displayed.
Library	Y	Name	The name of a specific library where the specified job description exists.
		*CURLIB	Current Library. The current library. If none is set, QGPL is used.
		*LIBL	Library list. The current library list is searched for the job description specified.
		*ALLUSR	All User Libraries. All user libraries are searched for the job description specified.
		*USRLIBL	User Library List. The user library list portion of the current library is searched for the job description specified.
Current library	Y	Name	The name of the library that will be set as the current library.
		*SAME	Same. The current library is not changed.
		*CRTDFT	No Current Library. QGPL is used as the current library.
Command	Y	Any	Command to run.
Reset the library list	Y	*YES	Yes. Rest the library list back to what it was before the library list was changed.
		*NO	No. Do not reset the library list back to what it was before the command was run.

Table 8