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## II-B Printing Reports

CALSTARS uses a software package called ROPES, Remote Online Print Executive System, to manage the printing process for reports that are sent to agency printers. This chapter provides instruction on the use of ROPES.

### OVERVIEW

The following types of reports are sent to agency printers through ROPES:

- ✦ CALSTARS standard reports that are requested with an **A**, **H** or **N** in the Output Destination field.
- ✦ CALSTARS system generated reports (if designated to agency printer).
- ✦ Reports sent electronically to CALSTARS from external sources, such as Department of General Services and the State Controller's Office (if designated to agency printer).

CALSTARS standard, system generated, and external reports are downloaded into pre-assigned ROPES queues at the conclusion of each night's batch process or immediately/same-day for online print actions. Queues are pre-defined holding areas for specific CALSTARS reports, e.g., IEUP, RW05, TBLE. ROPES queues group the reports for efficient printing and improved print management. Approximately fifty ROPES queues are available, although not every queue is used every processing cycle.

To find the report queue name for a specific report, refer to the Report Request Table Reference Card (Ref Card). The Ref Card is available at [http://dof.ca.gov/Accounting/CALSTARS/User\\_Procedures/](http://dof.ca.gov/Accounting/CALSTARS/User_Procedures/). Refer to the CALSTARS Ref Card section in Chapter II-A of this volume for additional information about the Ref Card.

Agency printers begin printing system generated reports automatically as soon as the nightly processing cycle is completed. The reports are usually printed before 7:00 AM. Most reports, however, are not printed immediately. Printing is started through Command **G.4** Printer Control Options.

Through the use of a Control terminal and the Printer Control Options screen, the following printer functions are available:

- ✦ Display the status of print queues for each agency printer.
- ✦ Start, stop, or interrupt a printer.
- ✦ Hold or Release a print queue.
- ✦ Forward space or backspace the printing of data in a specific queue.
- ✦ Cancel printing or clear a report queue.

- ✪ Initiate various test patterns to align forms.
- ✪ Browse (View) and scroll pages of report data on the terminal screen.
- ✪ Reset (restart) printing of a queue.

## PRINTER CONTROL OPTIONS – COMMAND G.4

The Printer Control Options screen displays the available Printer Options, a description of each, and input fields for printer and report information. An example of the screen is shown here:

```

9990 G.4: Printer Control Options                                04-24-2006 11:02 AM

Printer Options:

B - Back Space a Printer          R - Reset Printing of a Report
C - Cancel a Non-continuous Report S - Start a Printer for a Specific Class
E - Release a Held Report         V - Browse a Report
F - Forward Space a Printer       W - Wake Up a Sleeping Printer
H - Hold a Report on a Printer    X - Display Printer/Report Queue
I - Interrupt a Printer           (Note: Return with PF2)
Q - Initiate Test Pattern         Z - Clear a Report Queue

Enter Printer Option: _

PRIMARY PRINTER ID: ____ REPORT CLASS      : _ REPORT ID: ____
POSITION NUMBER   : ____ SECONDARY PRINTER ID: ____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit                               Clear Main
849-REQUIRED TITLES WILL BE HIGHLIGHTED WHEN OPTION IS SELECTED

```

The summary of the Printer Control Options screen is listed in the following table. A detailed discussion follows.

DATA ELEMENT	INSTRUCTIONS
ORG CODE	Automatically displayed based on the signon used. It cannot be altered.
ENTER PRINTER OPTION	Enter an option: (B, C, E, F, H, I, Q, R, S, V, W, X, Z). Refer to the following <i>Printer Options</i> section for the definition of each option.
PRIMARY PRINTER ID	ROPES printer ID where the report will be sent (4-character, xxxn).  <b>xx</b> = Agency ID (e.g., ct, ag, wb, etc.) <b>xn</b> = printer ID ( <b>x</b> = printer type, <b>L</b> = main/faster, <b>P</b> = smaller/slower) <b>(n</b> = number in series, 1, 2, etc.) Example: WBL1 for SWRCB's line printer

DATA ELEMENT (Continued)	INSTRUCTIONS (Continued)
<b>REPORT CLASS</b>	Enter the general report group by type:  <b>A</b> – Autostart – Requestable and System Generated <b>D, G</b> – Non-autostart Reports <b>C</b> - Checks / Special Form <b>R</b> - Remittance Advice / Special Form <b>S</b> - Claim Schedules / Special Form <b>Y</b> - Check Registers <b>Z</b> - On-Line Generated Reports <b>1-5</b> – Cost Allocation/Fund Split
<b>REPORT ID</b>	Enter the 4-character <b>ROPES GROUP</b> (e.g., RDD1). Refer to the Ref Card to find the ROPES Group for a specific report. The Ref Card is available at: <a href="http://dof.ca.gov/Accounting/CALSTARS/User_Procedures/">http://dof.ca.gov/Accounting/CALSTARS/User_Procedures/</a> .
<b>POSITION NUMBER</b>	Enter the number of <b>pages</b> that the printer is to be Forward Spaced (Option F) or Backward Spaced (Option B).
<b>SECONDARY PRINTER ID</b>	Not normally used by agencies. Identifies a secondary printer when reports are transmitted or transferred via the primary printer.

## Printer Options

Key one of the following options in the Enter Printer Option field on the Printer Control Options Screen.

### B - BACK SPACE A PRINTER

This option back spaces a report **nnnnn** pages. Enter the number of **pages** that the printer is to be backward spaced in the position number field. The **nnnnn** must be a 5-digit number, including any leading zeros. If a report is not specified in the Report ID field, the report currently printing is repositioned and printing is initiated with the requested setting.

### C - CANCEL A NON-CONTINUOUS REPORT

This option cancels a report queue, whether printing or not. A report that is printing stops when the data stored in the holding area is printed. The next available report queue then starts printing. If all queues have been printed, the printer goes to Idle status. Note that canceling a report queue does not clear it. Option **R-RESET** makes a queue available again for printing. (Also see **Z-Clear A Report Queue**.)

### E - RELEASE A HELD REPORT

This option releases a report queue for printing when the **H-Hold** command has been previously used for the report queue.

### F - FORWARD SPACE A PRINTER

Forward spaces the printer **nnnnn** pages. Enter the number of **pages** the printer is to be forward spaced in the position number field. The **nnnnn** must be a 5-digit number, including any leading zeros. If a report is not specified in the Report ID

field, the report currently printing is repositioned and printing is initiated with the requested setting.

#### **H - HOLD A REPORT ON A PRINTER**

This option holds (prevents the printing of) a report queue. If the report queue is printing, the page currently printing is completed. If the queue was waiting, it is bypassed. In either case, the next available queue begins printing, starting with the first report. Once on **Hold**, a queue may be released with option **E-Release A Held Report**.

#### **I - INTERRUPT A PRINTER**

This option interrupts a printer after the current page is finished printing. The report is set so that printing will resume at the top of the current page. The printer remains idle until this report is started or placed on hold. Use **S-Start A Printer** to restore an interrupt at the page the report was interrupted unless repositioning is necessary.

#### **Q - INITIATE TEST PATTERN**

This option starts the test pattern to check the alignment of forms. The **Q** option is available for Claims Schedules (**RW05**), Remittance Advices (**RW06**) and Checks (**CHKS**). The Primary Printer ID and Report ID fields are required for this option. The test request takes effect immediately and interrupts any other printer activity.

Forms should be loaded and positioned in the printer before issuing this command.

To establish and maintain proper forms alignment, use the following procedure:

1. Make certain the **printer** is on Hold. Change the number of lines per page, if needed.
2. Position the forms so the line corresponding to "Top of Form" is ready to be printed.
3. Release the printer from Hold.
4. Issue the **Q** command (Key Option **Q** and press **Enter**).
5. Press **Enter** again to repeat the test pattern as necessary.

#### **R - RESET PRINTING OF A REPORT**

This option resets a report queue on the printer to the first page within the queue. If the report is currently printing, it will restart immediately. Otherwise, it will begin printing the first page when the queue is next selected for printing.

#### **S - START A PRINTER FOR A SPECIFIC CLASS**

This option starts the printer. The first report queue in the Report Class specified is printed first. If no Report Class is specified, the printer starts with the last Report Class used, either from a previous start command or from the initial command during ROPES startup.

To establish and maintain proper form alignment, use the following procedures:

1. Make certain the **printer** is on Hold.
2. Position the paper so the line corresponding to "Top of Form" is ready to be printed.
3. Release the printer from Hold.
4. Issue the **S**-Start command.

**NOTE:** Be prepared to issue the I-Interrupt command if the alignment is incorrect.

This option is also used to start printing after aligning forms with the **Q** option. If **Q** was completed satisfactorily, go directly to Step No. 4.

#### **V - BROWSE A REPORT**

This option provides access to any page of a CALSTARS report previously requested or generated if the report queue is still available. Most report queues are available from the time they are requested or generated until they are printed or cleared with option Z. Browsing a report is useful for reviewing report data or errors on the Error File when the report is large, the report is in use by others, or printing is not yet completed. Using the **X** option before using the **V** option will affirm the presence of the desired queue and provide information on its size and print status. Refer to the next section of this chapter, *Browsing Reports With ROPES*, for additional instructions on the use of this option and an example of the Browse screen.

#### **W - WAKE UP A SLEEPING PRINTER**

This option may be needed to get the printer going after it has been shut off. Use this option if the printer switch is on, the printer is loaded with paper, and the printer will not print. Key Option **W**, the Primary Printer ID, and press **Enter**. The printer may start immediately. If not, overkey the **W** with **S**, key the Report Class and press **Enter**. The printer should start immediately. If nothing happens, call the Production Control Unit at (916) 323-7541. Be prepared to provide: (1) your agency Organization Code, (2) the Primary Printer ID and (3) what effort was made to start the printer.

#### **X - DISPLAY PRINTER/REPORT QUEUE**

This option displays the print status of the report queues and includes the following:

- ✦ Printer ID and Status (e.g., Idle, Printing, Stopped).
- ✦ Report Name (Printer ID + Report Queue; e.g., CTP2IEUP).
- ✦ Number of Lines and Pages Queued for printing.
- ✦ Number of Lines and Pages Printed.
- ✦ Status of each report queue (e.g., Printed, Printing, Canceled, Reset, Available For Printing, Ready, Held, Interrupted).

To view the status of all report queues, key Option **X** and the agency Primary Printer ID and press Enter. To view the status of a specific report queue, also include its name in the Report ID field. An example of the screen is displayed here.

```

----- R O P E S -----
** PRINTER CTP2 ** CONTROL TERM. CTA9 ** CLASSES A          ** STATUS IDLE
LAST MESSAGE: PRINTER SET TO IDLE BY AUTOMATIC START-UP.
REPORT  CLASS  PRIORITY  LINES  PAGES  LINES  PAGES  STATUS  FORM
NAME    NAME    QUEUED  QUEUED  PRINTED  PRINTED
CTP2DREC  A      5        57      3        3  PRINTED
CTP2ERRC  A      5     1227      35        0    HELD
CTP2YEC1  A     127    3411     83     3411     83  PRINTED
CTP2CHKS  C     127     180      12        0    PRINT READY  CHKS
CTP2RW06  R     127     605      19        0    PRINT READY  RW06
CTP2RW05  S     127     352       3        0    PRINT READY  RW05

** 2006.115/13:48          ROPS/CTP2/ /CTP2ITBL

```

**Note:** To return to the G.4 Printer Control Options screen, select **F2=Return**.

### Z - CLEAR A REPORT QUEUE

This option deletes all data from a specified queue. If the report is printing, it stops after printing the current page. Use this command only when data in the queue is already printed or no longer needs to be printed. After entering this option and pressing **Enter**, the screen displays prompts to confirm or cancel the deletion, **Confirm Delete (F4 key)** or **Cancel Delete (F9 key)**. Unlike most other ROPES screens, which keep the function and data on the screen after completing the task, the data entered on the screen for the **Z** function is erased to prevent accidental reuse of this command.

**IMPORTANT: A cleared (deleted) report queue cannot be restored by the agency.**  
Contact the Production Control Unit at (916) 323-7541 to request the restoration of a deleted queue

### Primary Printer ID

Most offices have more than one printer. For this reason, the Printer ID must be entered before a report is printed.

### Report Class

The assigned Report Class for CALSTARS Standard and most system generated reports is **A** (autostart). When **A** is assigned, the reports are available the next day or immediately when an **N1** report is requested. Regardless of which report queues are printed during the day, the Report Class is reset to **A** each evening so the standard and system generated reports print without interruption.

## Report ID

The report queue name is keyed in the Report ID field. As stated in the Overview section at the beginning of this chapter, the Ref Card is available at:

[http://dof.ca.gov/Accounting/CALSTARS/User\\_Procedures/](http://dof.ca.gov/Accounting/CALSTARS/User_Procedures/). The report queue names for CALSTARS Standard reports are shown in the right-hand column of the Ref Card. The report queue names for system-generated reports and external reports are shown on the last page of the Ref Card.

## Browsing Reports With ROPES

To display the available report queues or to affirm the presence of a desired queue, use option **X** before using the **V** option. To browse a report from the Printer Control Options Screen, use the following procedure:

1. Key **V** in the "Enter Printer Option" field.
2. Key the agency's printer name in the Primary Printer ID field (e.g., ABL1, HDP1, HSL2, etc.)

**NOTE:** **L** is *normally* the agency printer assigned for fast printing of large jobs and **P** is *normally* the smaller, lower cost, slower printer used for claim schedules, checks, etc.

3. Key the Class (e.g., A, C, S, R, etc.) in the Report Class field.

OR

4. Key the desired ROPES group in the Report ID field (e.g., IEUP, ERRC, RDD1, RQQ2, etc.).
5. Press **Enter**. After a few seconds, the screen displays the first report in the queue.

The top of all reports will display a first line of:

```
*****TOP OF REPORT*****
```

The bottom of all reports will display a last line of:

```
*****BOTTOM OF REPORT*****
```

An example of the Browse screen is displayed here. The screen displays an ERRC report queue, which includes the CFB800-2 and CFB800-3 error reports.

```

ROPES REPORT BROWSE CTP2ERRC  CAPS ON      PAGE      2 LINE      21 COL   2   80
COMMAND INPUT = = = >                                SCROLL= = => PAGE
-----1-----2-----3-----4-----5-----6-----7-----8
                                TOTAL RECORDS RELEASED & DELETED
CFB800-2 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY
                                CALSTARS      E D I T   A C T I V I T Y   E R R O R
08/04/05 (18.34) *****
+-----TRANS ID-----+ TC MRO FY/FM R-DOC-NO/SF  VENDOR-NO/SF  INVOICE-NO
                                RPI DOC-DATE C-DOC-NO/SF  INDX OBJD/AGY PCA/ACTV  PRJ-NO/WP
                                LOCATION MULTI-PRP SOURCE/AGY CHECK-NO FUND/FS/DT/M A-SYM
                                SUBS-ACCT BS  GL  DUE-DATE ORG  CLM-SCHD  VENDOR NAME
999005080407026000080  457  W 96 13 INV05014 01  0000000104 00
                                980630  CFY023DF 00 8000                80000
                                299500                0816 A    1  804
                                15900000                9990                EMT GROUP, INC.
CFB800-3 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY
                                CALSTARS      E D I T   A C T I V I T Y   T U R N A R O
08/04/05 (18.34) *****
STATUS +-----TRANS ID-----+ +-----DATA ELEMENT NAME-----+ * * * * * C H
( ) 000629 0P 999 000490 35                1- 1- 1- 1- 1-
CFB200-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY
UP=PF7/19 DOWN=PF8/20 LEFT=PF10/22 RIGHT=PF11/23 END=PF3/15/CLEAR RFIN=PF5/17

```

Once in the Browse screen, prompts are provided for online screen help. The Scroll and Find functions discussed below are helpful navigation tools for the Browse screen.

## SCROLL

The Browse screen area is smaller than a CALSTARS report page, and only a portion of the report can be seen at one time. The entire report page can be viewed by using the following function keys:

- F7** - Scroll **UP**
- F8** - Scroll **DOWN**
- F10** - Scroll **RIGHT**
- F11** - Scroll **LEFT**

The default scroll function command is set to PAGE as displayed on the Browse screen displayed above. If the default command is not changed, the screen view moves up, down, right, or left one page at a time. Scrolling can also be performed by a half page at a time, by a specified number of columns or rows, or to the top, bottom, left or right of the report. The Scroll command can be changed by typing over the command currently displayed and deleting unused characters. For example, to scroll a report by 10 rows or columns at a time, key 010 (zero, one, zero) over the PAG, delete the letter E, and press Enter. The new command is retained until changed or Browse is terminated.

The available scroll commands are defined as follows:

SCROLL ==>	<b>PAGE</b>	Scroll by <b>One Page</b> (default)
SCROLL ==>	<b>HALF</b>	Scroll by <b>Half A Page</b>
SCROLL ==>	<b>MAX</b>	Scroll to <b>TOP, BOTTOM, LEFT</b> or <b>RIGHT</b>
SCROLL ==>	<b>nnn</b>	Scroll the <b>Number Of Columns or Rows Specified</b>

**NOTE:** To view the entire 132 columns of a report, use the CALSTARS Mod 5 session.

## FIND

A character, string of data, or consecutive characters (including blanks) can be searched for using the Find command. To Find the desired data, key the data to the right of Command Input. Command Input is located in the upper left section of the Browse screen. Enclose the data within single quotation marks, i.e. ' '. The following examples demonstrate that 'find' can be spelled out or 'f' can be used for this command.

Examples:   COMMAND INPUT = = = > **find 'cfb800-2'** [Enter]

                  COMMAND INPUT = = = > **f 'pca no:     47520'** [Enter]

In the first example, the IEUP report queue is searched for the **first** instance of the letters 'CFB800-2'. In the second example, a Q16 report within the RQQ3 report queue is searched for the **first** instance of :

'PCA NO:     47520' (where the number of spaces are the same as on the Q16 Report).

If the search is successful, " '[string]' **FOUND**" is displayed in the upper-right of the screen. If another search is wanted, press **F5** (RFIND = Repeat Find). Successful results are displayed until the bottom of the report file is reached. If the search is unsuccessful, " '[string]' **NOT FOUND**" is displayed. Another string may then be keyed.

**NOTE:** To key a Scroll or Find command, use the Tab key to navigate to the input area to the right of '= = >'. The Tab key will toggle the cursor between the entry areas.

Press the **F3** key to return to the Printer Control Options Screen. If the screen becomes blank (except for the cursor in the upper-left corner), key 'prin' without changing the location of the cursor, and press Enter to return to the Printer Control Options Screen.

## Changing Assigned Printer ID or Report Class

To request a change to the assigned Printer ID or Report Class, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov) and include the Organization Code, Printer ID, Report Number and Output Destination.