



# VIEW DIRECT

(Formerly MOBIUS)

On-Line Reports

**Continuing Regional Eligibility Workshops  
June 2006**

## **View Direct**

View direct is designed to gather information, store reports and make them available to staff to print at any time.

Everyone probably remembers “green bar” reports, and you may still get some special green bars. These reports are designed to replace the green bar reports and give the online availability of reports.

This system is used with the Electronic Benefit system for its reports as well.

And these reports are also intended to save time and resources as only a select few reports continue to be printed and distributed.

### **The topics covered in this handout are:**

Entering the System

What the fields and codes are

Screen examples

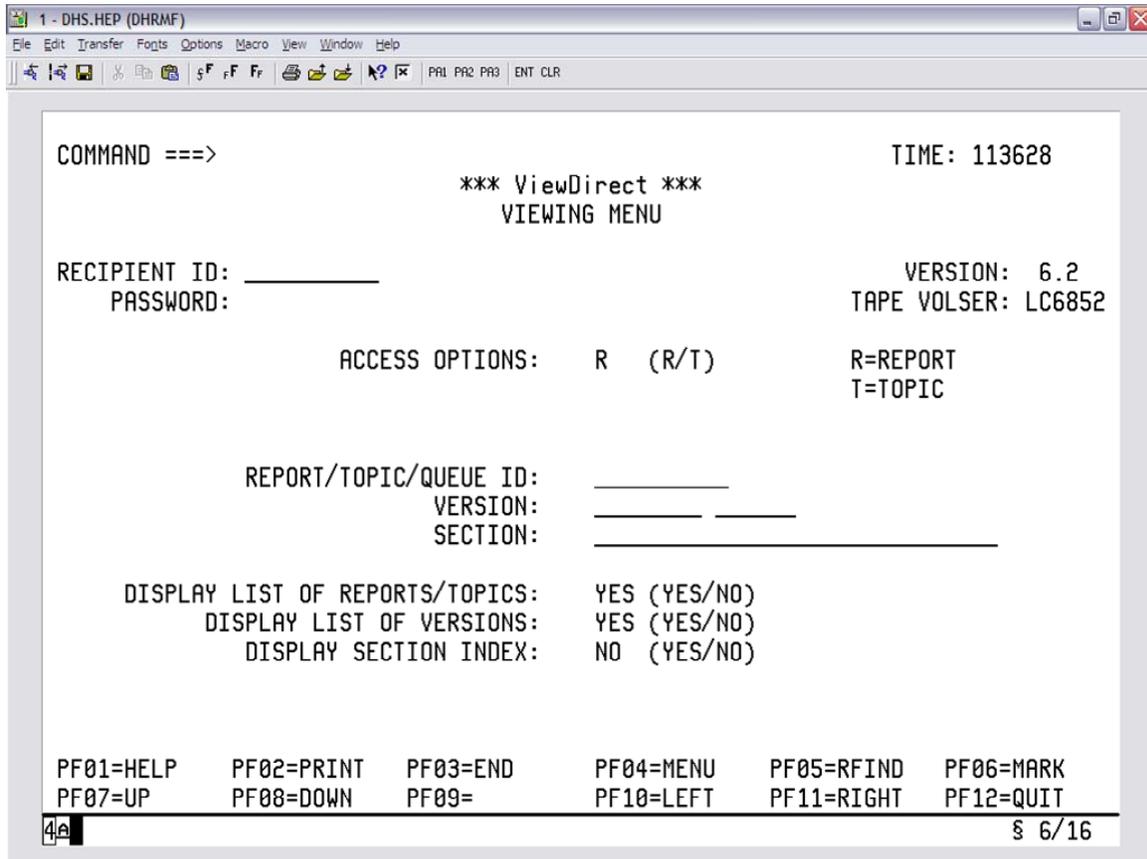
Common ways to access reports

Printing

Additional Functionality

## Entering the System:

First you need to log into the mainframe. Once logged in, from a clear screen, type RD2 and then {enter}. This will bring you to the main menu. At this menu, type in your recipient ID and password.



The screenshot shows a terminal window titled "1 - DHS.HEP (DHRMF)". The menu text is as follows:

```
COMMAND ==>                                     TIME: 113628
*** ViewDirect ***
VIEWING MENU

RECIPIENT ID: _____                       VERSION: 6.2
PASSWORD:                                         TAPE VOLSER: LC6852

ACCESS OPTIONS:  R  (R/T)                       R=REPORT
                                                    T=TOPIC

REPORT/TOPIC/QUEUE ID: _____
VERSION: _____
SECTION: _____

DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
DISPLAY LIST OF VERSIONS:      YES (YES/NO)
DISPLAY SECTION INDEX:        NO  (YES/NO)

PF01=HELP  PF02=PRINT  PF03=END   PF04=MENU  PF05=RFIND  PF06=MARK
PF07=UP    PF08=DOWN  PF09=    PF10=LEFT  PF11=RIGHT  PF12=QUIT

4a |_____ § 6/16
```

The Recipient ID is:  
HS(Branch Number)

For Management Reports the Recipient ID is:  
HS(Branch Number)M.

The password is your branch number.

This will give you basic entry into the View Direct system. From this point you can access the various reports and versions of reports that are in the system.

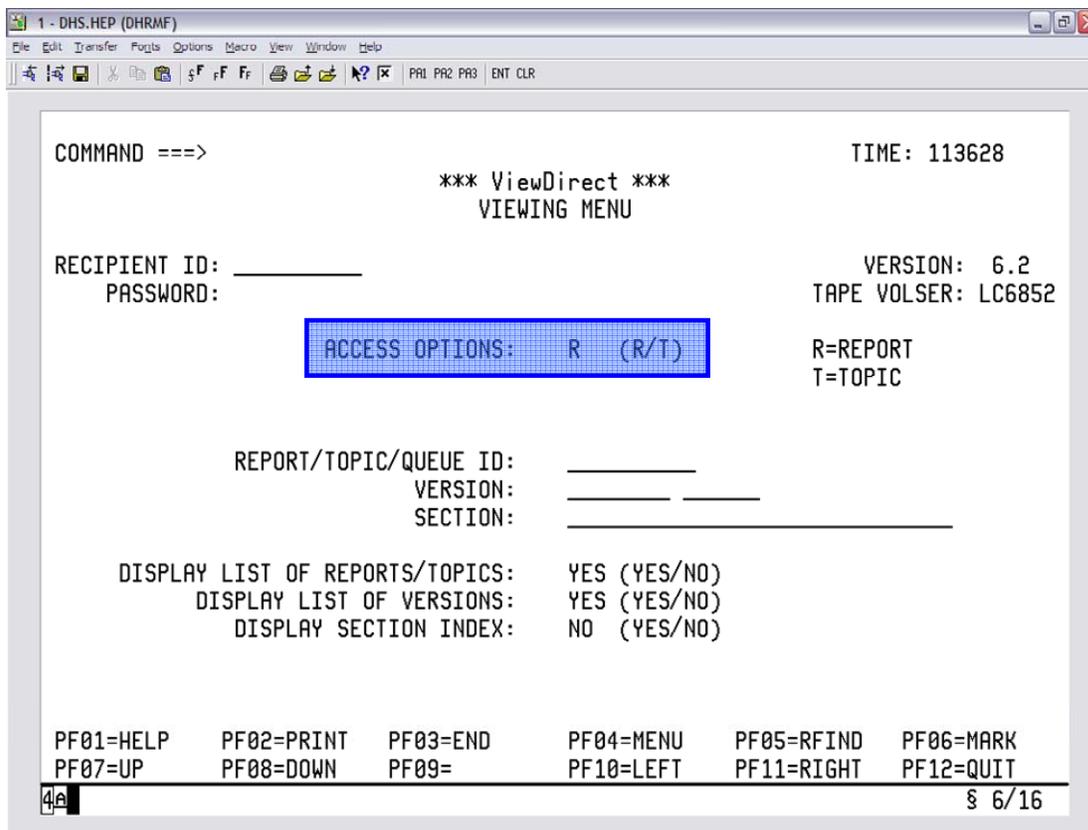
There are several areas on this menu that are important:

Recipient ID and password entry fields

View options

Display options

Function keys



Access Options is hard coded with an R to show Reports. Leave this alone.

## View Options:

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Ports Options Macro View Window Help
PR1 PA2 PA3 ENT CLR

COMMAND ==>                                     TIME: 113628

*** ViewDirect ***
VIEWING MENU

RECIPIENT ID: _____ VERSION: 6.2
PASSWORD: _____ TAPE VOLSER: LC6852

ACCESS OPTIONS: R (R/T) R=REPORT
T=TOPIC

REPORT/TOPIC/QUEUE ID: _____
VERSION: _____
SECTION: _____

DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
DISPLAY LIST OF VERSIONS: YES (YES/NO)
DISPLAY SECTION INDEX: NO (YES/NO)

PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK
PF07=UP PF08=DOWN PF09= PF10=LEFT PF11=RIGHT PF12=QUIT
4a § 6/16
```

### Report/Topic/Queue ID:

This is where you can enter a specific report number, or if you don't know the report number, you can leave this field blank and make sure that Display list of versions has a Yes after it.

### Version:

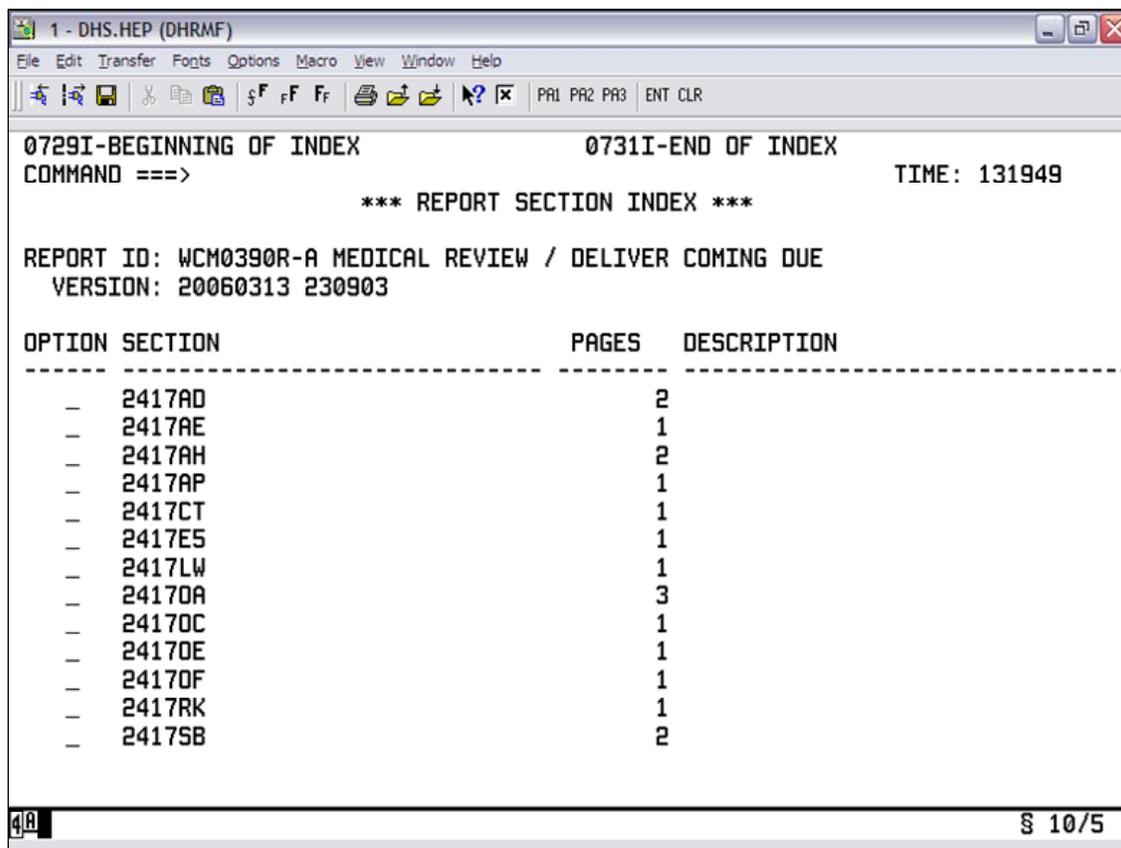
Most of the time this will be left blank.

This is the particular report that you want to use. The format is YYYYMMDD. You can leave the second field blank as it is the time of day the report was generated. If you don't know the version you want, leave blank and make sure that Display has a Yes after it.

## Section:

This is where things get a little complicated. What you enter into this field works with information you put in other fields and how the report is set up.

For example if you put your section (which is your branch number) on this line followed by a worker ID (load code) AND the report is broken down by branch and load code, you will go straight to that section of the report. However, for some reports, there is no worker breakdown in the report so entering data here will do nothing and the report will show normally.



The screenshot shows a terminal window titled "1 - DHS.HEP (DHRMF)". The window contains the following text:

```
0729I-BEGINNING OF INDEX          0731I-END OF INDEX
COMMAND ===>                                TIME: 131949
*** REPORT SECTION INDEX ***

REPORT ID: WCM0390R-A MEDICAL REVIEW / DELIVER COMING DUE
VERSION: 20060313 230903
```

OPTION	SECTION	PAGES	DESCRIPTION
-	2417AD	2	
-	2417AE	1	
-	2417AH	2	
-	2417AP	1	
-	2417CT	1	
-	2417E5	1	
-	2417LW	1	
-	2417OA	3	
-	2417OC	1	
-	2417OE	1	
-	2417OF	1	
-	2417RK	1	
-	2417SB	2	

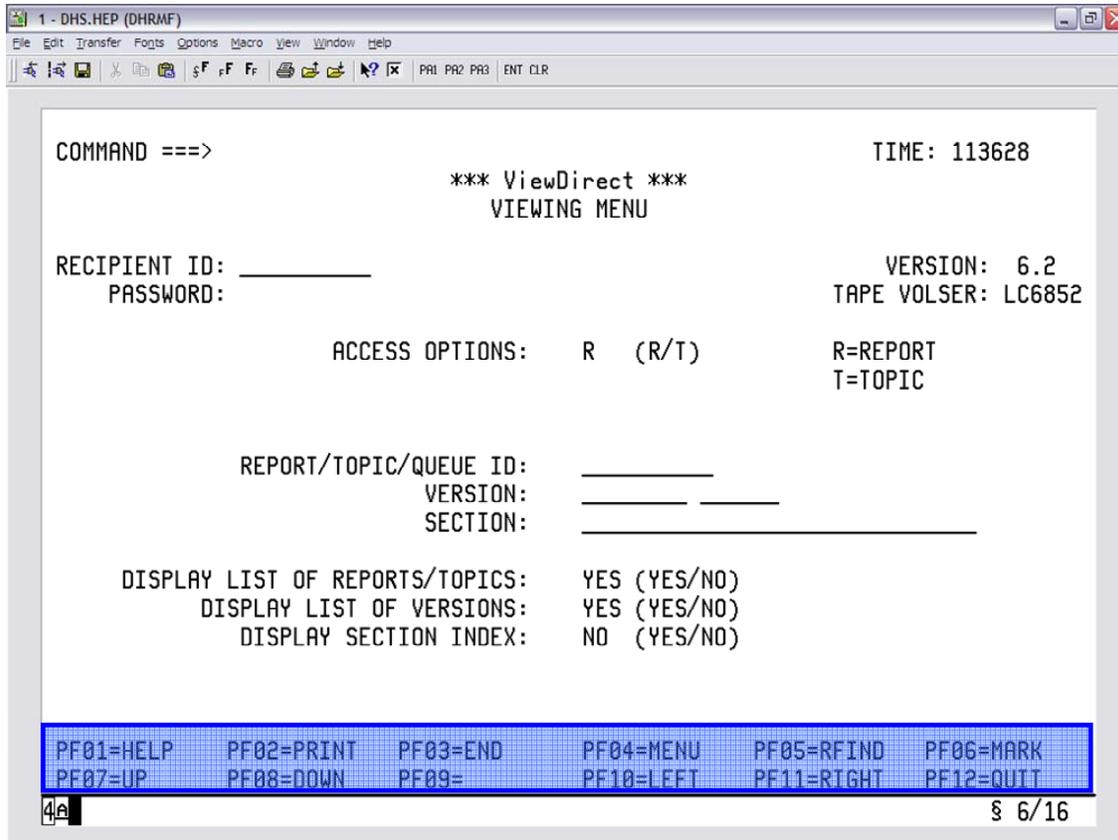
At the bottom left of the terminal window, there is a cursor icon and the text "4A". At the bottom right, there is a page indicator "§ 10/5".

This is an example of the Section Index.

This was generated by entering the report number, changing the Display section Index to Yes. Once this was done, select which report you wish to view and hit {enter}.

## Function Keys:

The function keys don't appear on the bottom of the Section Index or on the actual report screens.



**F1 Help:** Help is different because it is not field specific like CMS is. Instead it gives you information on all of the fields on the page. It is a good way to learn all of the functionality of the system.

**F2 Print:** Print takes you to the Printing Menu

**F3 End:** End will back up a page or takes you to the Printing Menu if you marked a page for printing.

**F4 Menu:** Returns you to the Viewing Menu

**F5 RFIND:** Look again for a Find command.

**F6 Mark:** Mark a page for printing

**F7 UP:** Page up/backward

**F8 Down:** Page down/forward

**F10 Left:** Page left

**F11 Right:** Page right

**F12 Quit:** Ends the viewing session totally

## Common Ways To Access Reports

There are four common ways to access reports.

Not putting any search criteria in and scrolling through the list of reports.

Entering the report ID when you know the report number

Enter the report ID and the worker ID to view specific workers reports.

Enter the report ID and you want to look at various workers.

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
PR1 PR2 PR3 ENT CLR

COMMAND ==>                                     TIME: 100819

*** ViewDirect ***
VIEWING MENU

RECIPIENT ID: HS3013                             VERSION: 6.2
PASSWORD:                                         TAPE VOLSER: LC6852

ACCESS OPTIONS:  R  (R/T)                        R=REPORT
                                                    T=TOPIC

REPORT/TOPIC/QUEUE ID: SJM4300R-A
VERSION: _____
SECTION: _____

DISPLAY LIST OF REPORTS/TOPICS: NO (YES/NO)
DISPLAY LIST OF VERSIONS:      YES (YES/NO)
DISPLAY SECTION INDEX:        NO (YES/NO)

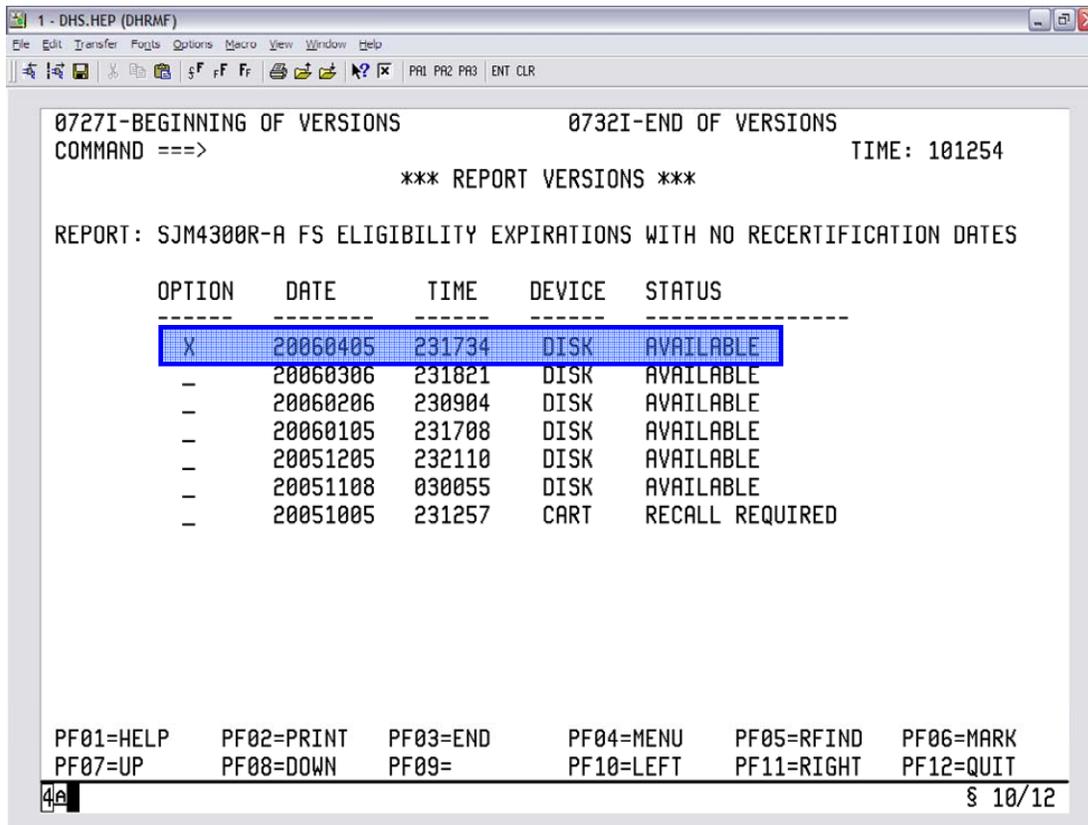
PF01=HELP  PF02=PRINT  PF03=END  PF04=MENU  PF05=RFIND  PF06=MARK
PF07=UP    PF08=DOWN  PF09=   PF10=LEFT  PF11=RIGHT  PF12=QUIT

4A § 18/42
```

## If you know the report ID:

Enter the Report ID on the Report/Topic/Queue Line and change to NO on the Display List of Reports/Topics line.

Press {enter}.



```
1 - DHS.HEP (DHRMF)
File Edit Transfer Ports Options Macro View Window Help
PR1 PR2 PR3 ENT CLR

0727I-BEGINNING OF VERSIONS          0732I-END OF VERSIONS
COMMAND ===>                          TIME: 101254
*** REPORT VERSIONS ***

REPORT: SJM4300R-A FS ELIGIBILITY EXPIRATIONS WITH NO RECERTIFICATION DATES

  OPTION   DATE       TIME      DEVICE   STATUS
  -----
  X 20060405  231734   DISK    AVAILABLE
  - 20060306  231821   DISK    AVAILABLE
  - 20060206  230904   DISK    AVAILABLE
  - 20060105  231708   DISK    AVAILABLE
  - 20051205  232110   DISK    AVAILABLE
  - 20051108  030055   DISK    AVAILABLE
  - 20051005  231257   CART    RECALL REQUIRED

PF01=HELP  PF02=PRINT  PF03=END    PF04=MENU  PF05=RFIND  PF06=MARK
PF07=UP    PF08=DOWN  PF09=       PF10=LEFT  PF11=RIGHT  PF12=QUIT
4a § 10/12
```

Choose the version you want and {enter} this will pull the report, which you may view or print.





## Printing Reports

There are several ways to print pages from View Direct. The most useful ways are

Marking individual pages

Printing and entire report

Or

Marking a block

When you want to mark individual pages, as you go through a report, press F6 on each page you want to print. When you leave the report, you will go to the Print Menu. Press {enter} twice and your pages will be printed.

You will need to enter a printer ID. This system wants the four letter printer id for example HIHE. This technique wastes some paper as it prints a cover page for each page marked and will also put a blank page between each printing request.

1 - DHS.HEP (DHRMF)  
File Edit Transfer Fonts Options Macro View Window Help  
|| \$F fF Ff | PRL PR2 PR3 | ENT CLR  
0700I-PRESS "ENTER" TO PRINT  
COMMAND ==> TIME: 124702  
\*\*\* PRINTING MENU \*\*\*  
REPORT ID: SWR1120R-A  
VERSION: 20060406 030320  
FROM ==> PAGE: 000001 OF SECTION: 3013  
TO ==> PAGE: 01 LAST OF SECTION: 3013  
NUMBER OF PAGES TO BE PRINTED: 009999  
PAGE OUTPUT LIMIT: 009999  
PRINTER: 0 (0 - ONLINE/ B - BATCH)  
ONLINE PRINTER ID: HIHE  
BATCH DEVICE ID: \_\_\_\_\_  
JCL (FOR BATCH PRINT ONLY)  
4A § 2/15

## Printing an entire report:

There are two basic ways of doing this, depending on how the report is printed. If the report is a branch report, go to the first page of the report {F2} to the Printing Menu.

Once there on the From/To Page lines you will see that it goes from page 1 to Page 1 of the report. Change the To line from 0001 to "@last" and {enter}. Make sure the number of pages to be printed and the page output limit can accommodate the size of the report. The entire report will be printed.

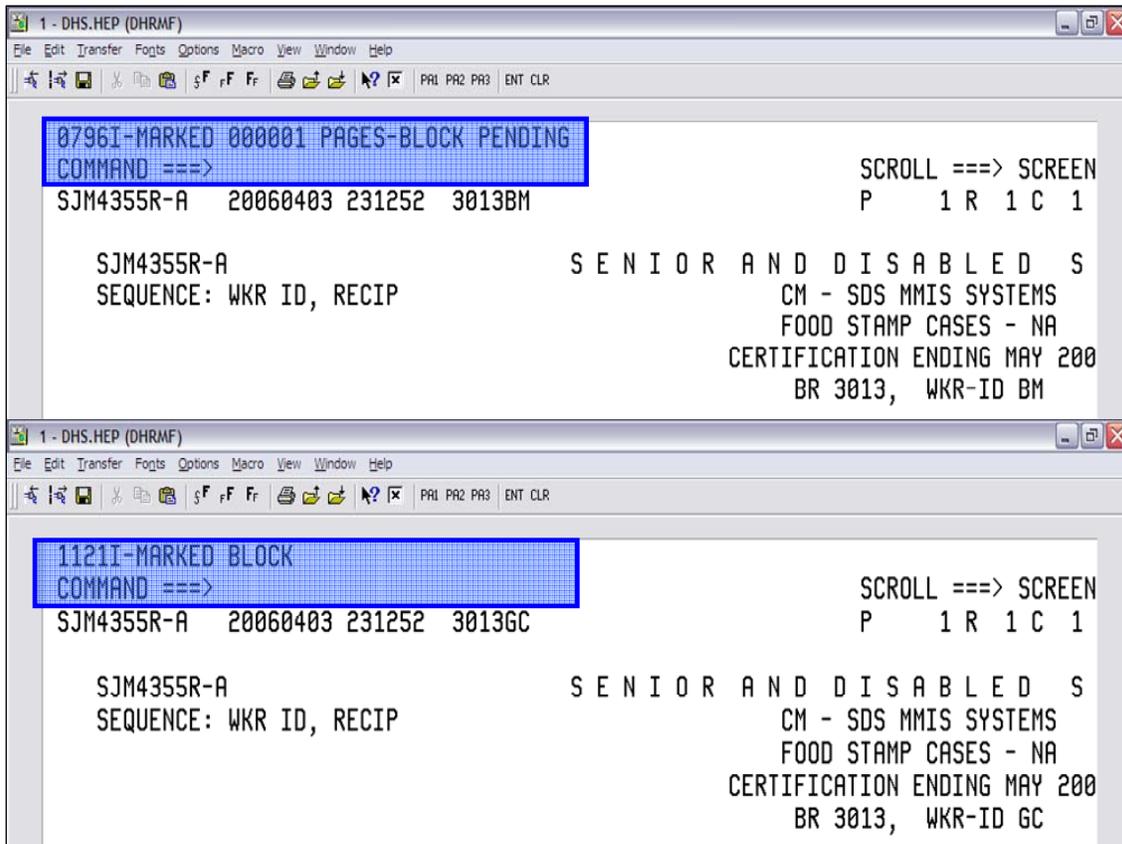
0700I-PRESS "ENTER" TO PRINT  
COMMAND ==>  
TIME: 125327  
\*\*\* PRINTING MENU \*\*\*  
REPORT ID: SJM4355R-A  
VERSION: 20060403 231252  
FROM ==> PAGE: 000001 OF SECTION: 3013BM  
TO ==> PAGE: @LAST OF SECTION: 30130P  
NUMBER OF PAGES TO BE PRINTED: 009999  
PAGE OUTPUT LIMIT: 009999  
PRINTER: 0 (0 - ONLINE/ B - BATCH)  
ONLINE PRINTER ID: HIHE  
BATCH DEVICE ID: \_\_\_\_\_  
JCL (FOR BATCH PRINT ONLY)  
46 § 2/15

If the report is a Branch report which is broken out by worker then the process is a little different. Go to the report {F2} to get to the print menu and change the same information as you would to print the entire report, except change the Section to the last worker you want to print.

## Marking a Block:

This is similar to marking a page except you mark a series of pages and only get one cover sheet for the whole block.

On the command line of the first page, you want to mark put MA B and {enter}. You will get a message that says "MARKED 000001 PAGES -BLOCK PENDING". Page through {F8} the report until you have all of the pages you want to print and put MA B once again on the command line and {enter}. The message this time will be "Block Marked". {F2} to take you to the print menu and press {enter} twice.



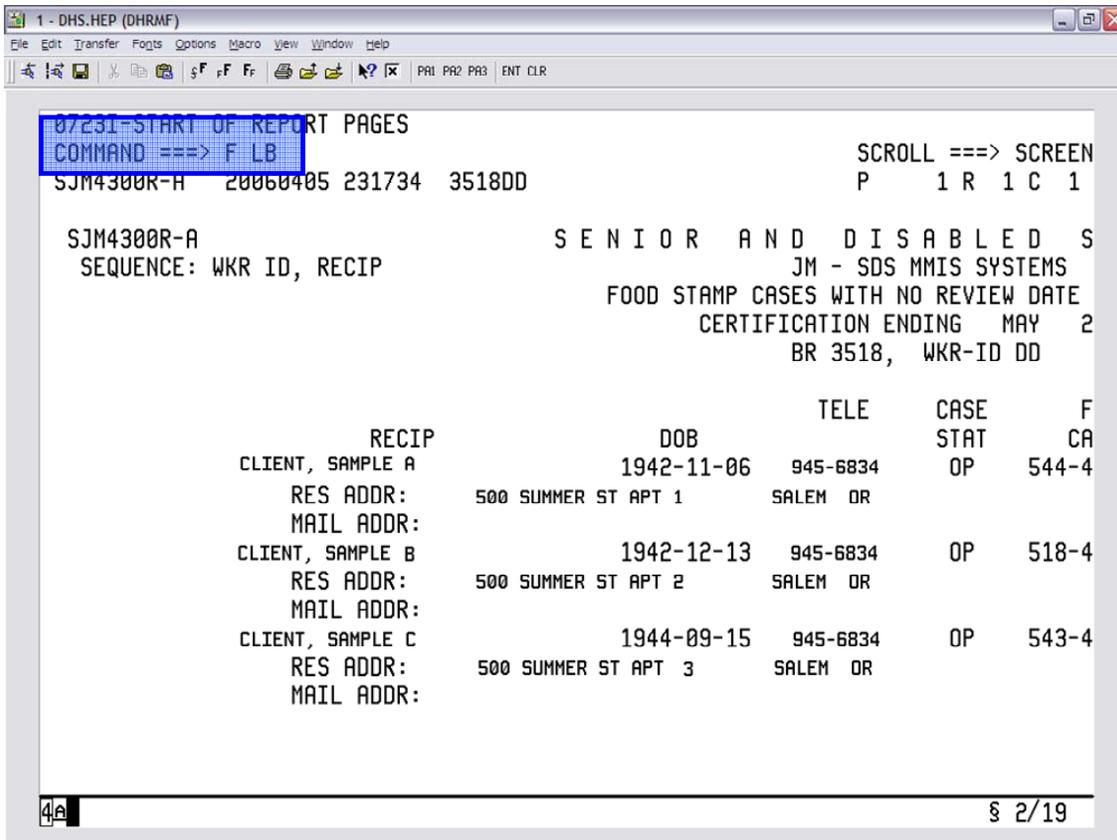
View Direct has several additional functionality tools you can use:

- Finding
- Locating
- Scrolling
- Error Messages

### Using Find:

This is for finding information inside of a report for example a client's listing in a report by name or a worker id.

A reason to use this function is to search for a specific client in a branch. As long as you're at the beginning of a branch's report, the system will search the whole branch for a specific client. Also some reports are alpha only and this function would make paging through a whole report unnecessary.





## Scroll:

This field appears in the upper right hand section of the report screens. It governs how the screen reacts to the F7 and F8 keys being pressed.

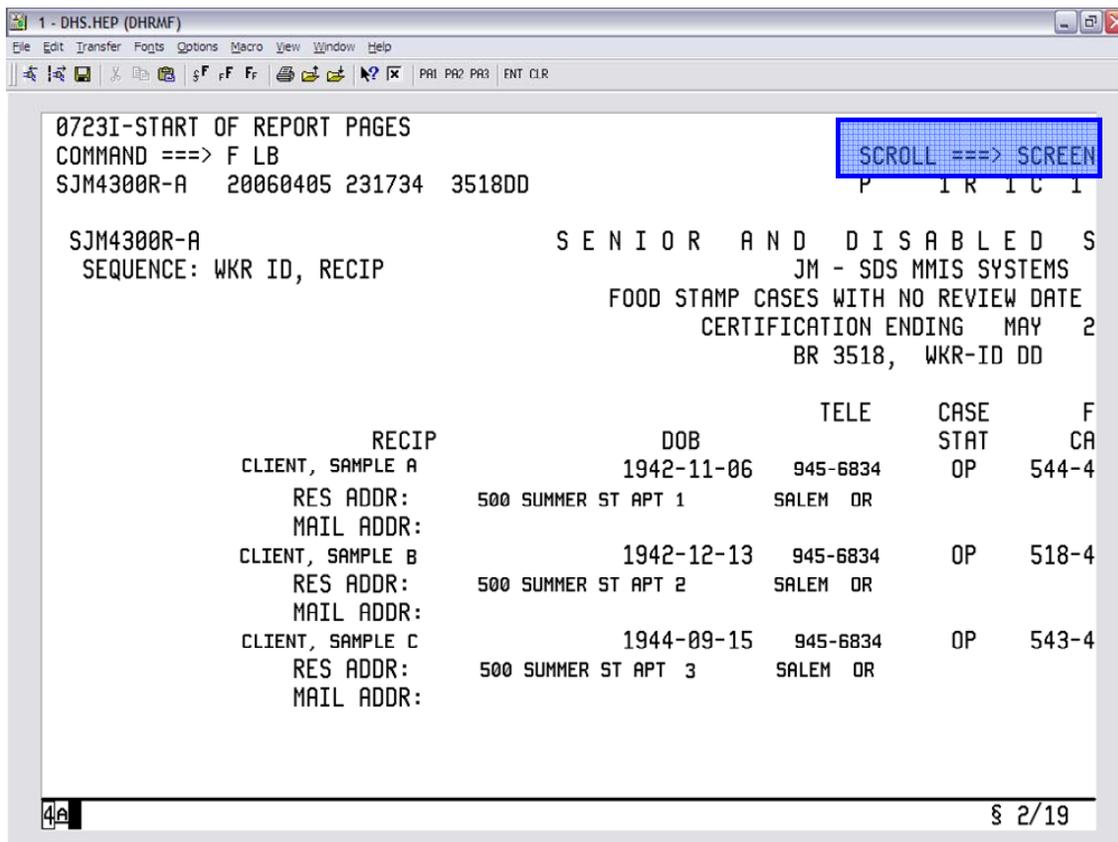
The available options are:

Screen – which is the default. This advances one screen at a time.

Page – This advances one page of the report at a time.

Line – This advances one line at a time.

To change the scroll type, type your choice over what appears after the SCROLL ==> field.





**Resources:**

There is a View Direct booklet available. Please ask during training or contact Dale Marande.

Please contact Dale Marande with any View Direct Questions or to request a booklet.

Dale Marande

503-945-6476

[Dale.F.Marande@state.or.us](mailto:Dale.F.Marande@state.or.us)

## Screen Examples

### Report List

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fcpts Options Macro View Window Help
PR1 PR2 PR3 ENT CLR

0725I-BEGINNING OF REPORTS
COMMAND ===>
TIME: 071548

*** REPORTS ***

OPTION REPORT ID REPORT NAME
-----
- AUTOENRL-A OCTOBER AUTO-ENROLLMENT
- RING202 DISTRIBUTION CROSS REFERENCE BY RECIPIENT
- SJD2010E-A PROVIDER RATE TABLE LOOKUP REPORT
- SJD2450R-A JD PROVIDER REMITTANCE ADVICE
- SJD3020R-A EXPIRING CBC RATE EXCEPTIONS, NON RELATIVE
- SJD3020R-B EXPIRING CBC RATE EXCEPTIONS, RELATIVE
- SJD3250R-A 90-DAY CONTRACT RENEWAL FOR AFC PROVIDERS
- SJD3510R-A CURRENT SSD 512 CLIENTS
- SJD8020U-A PENDING RECORDS
- SJD9020X-A PRINT RECORD SPLIT-ERROR LIST
- SJD9030R-A NON-SUSPENDED CONVERTED RECORDS
- SJD9030R-B SUSPENDED CONVERTED RECORDS
- SJD9050R-A NON-CONVERTED RECORDS
- SJD9055R-B SUSPENSE REPORT BY BRANCH
- SJD9055R-C SUSPENSE SUMMARY REPORT BY ERROR CODE

PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK
PF07=UP PF08=DOWN PF09= PF10=LEFT PF11=RIGHT PF12=QUIT
§ 7/5
```

### Version List

```
1 - DHS.HEP (DHRMF)
File Edit Transfer Fcpts Options Macro View Window Help
PR1 PR2 PR3 ENT CLR

0727I-BEGINNING OF VERSIONS
COMMAND ===>
TIME: 071830

*** REPORT VERSIONS ***

REPORT: WCM0390R-G REDETERMINATIONS DUE OR OVERDUE

OPTION DATE TIME DEVICE STATUS
-----
- 20060412 231359 DISK AVAILABLE
- 20060313 230923 DISK AVAILABLE
- 20060213 231442 DISK AVAILABLE
- 20060112 232214 DISK AVAILABLE
- 20051212 232203 DISK AVAILABLE
- 20051114 232059 DISK AVAILABLE
- 20051012 231302 CART RECALL REQUIRED
- 20050912 232616 CART RECALL REQUIRED
- 20050812 230934 CART RECALL REQUIRED
- 20050712 231908 CART RECALL REQUIRED
- 20050613 231054 CART RECALL REQUIRED
- 20050513 043239 CART RECALL REQUIRED

PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK
PF07=UP PF08=DOWN PF09= PF10=LEFT PF11=RIGHT PF12=QUIT
§ 9/12
```

# Section Index

1 - DHS.HEP (DHRMF)

File Edit Transfer Fcpts Options Macro View Window Help

PR1 PR2 PR3 ENT CLR

0729I-BEGINNING OF INDEX  
COMMAND ==> TIME: 072810

\*\*\* REPORT SECTION INDEX \*\*\*

REPORT ID: WCM0390R-G REDETERMINATIONS DUE OR OVERDUE  
VERSION: 20060412 231359

OPTION	SECTION	PAGES	DESCRIPTION
-	3013AB	1	
-	3013AL	1	
-	3013AP	3	
-	3013BM	2	
-	3013CJ	1	
-	3013CN	1	
-	3013CT	1	
-	3013DT	1	
-	3013GC	2	
-	3013JL	3	
-	3013MF	1	
-	3013OP	1	
-	3013PB	2	
-	3013PH	1	
-	3013PW	1	

§ 10/5

# Report

1 - DHS.HEP (DHRMF)

File Edit Transfer Fcpts Options Macro View Window Help

PR1 PR2 PR3 ENT CLR

0723I-START OF REPORT PAGES  
COMMAND ==> SCROLL ==> SCREEN

WCM1015R-A 20051228 023727 3013AB P 1 R 1 C 1

REPORT NO: WCM1015R-A CLIENT MAINTENANCE

SEQUENCE: BR, WKR ID, PROG ELIG, CASE NAME

NO BENDEX RECORD - SSB INCREASED BY COLA  
BR OFF 3013 WKR ID AB

PROG ELIG	CASE	CASE NAME	PER LTR	SSN BEN	RECIP CT
A1	AA1234	CLIENT, SAMPLE	A	708.00	
A1	AA1234	CLIENT, SAMPLE	A	1,047.00	
A1	AA1234	CLIENT, SAMPLE	A	1,539.00	
A1	AA1234	CLIENT, SAMPLE	A	543.00	
A1	AA1234	CLIENT, SAMPLE	A	782.00	
A1	AA1234	CLIENT, SAMPLE	A	984.00	
A1	AA1234	CLIENT, SAMPLE	A	1,043.00	
A1	AA1234	CLIENT, SAMPLE	A	607.00	
A1	AA1234	CLIENT, SAMPLE	A	589.00	
A1	AA1234	CLIENT, SAMPLE	A	743.00	
A1	AA1234	CLIENT, SAMPLE	A	691.00	
A1	AA1234	CLIENT, SAMPLE	A	1,186.00	
D4	AA1234	CLIENT, SAMPLE	A	1,415.00	
D4	AA1234	CLIENT, SAMPLE	A	1,140.00	

§ 2/15

