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User Guide

Flat File Generator

CI-FFG

Notes

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Notes

Introduction

The Flat File Generator (CI-FFG) application extracts data from any of your standard DMS data files, even across multiple logons, to produce customized views of your ADP database.

You can use CI-FFG to generate files on demand or on a routine unattended Job Stack schedule. If you are connected to your DMS using a Reflection session (version 7 or higher), you can also download the generated files directly to your PC.

The files you generate can be used for any purpose, such as generating spreadsheets or providing raw DMS data to a report-generator program. You can also track historical data trends in a single data file using the Flat File Generator program's Append feature.

CI-FFG also provides simple disk maintenance features to let you view and delete obsolete flat files generated by the program.

How to Use CI-FFG Effectively

To create useful data-extraction setups with the Flat File Generator application, you need to choose the appropriate ADP system file names and dictionary item names (DICT items).

Many files and DICT items used in the ADP database have self-explanatory names. The program interface also provides selection windows to make it easier to choose files and DICT items as you build each setup in CI-FFG, but you must still have a general working knowledge of the ADP file system to produce the output you want.

Getting Help

ADP client services and Car!nk offer several options if you need further assistance in getting answers to questions about Flat File Generator.

Depending on the type and depth of assistance you require, the options may include free Client Training classes, telephone support from your regular ADP support representative, or individualized FFG training and guided setups provided by Car!nk.

About Queries Defined in Flat File Generator

CI-FFG can be used to create a wide variety of queries against your ADP database. However, the CI-FFG setup option cannot provide any means of checking the database queries for logical validity.

When defining FFG setups, it is an advantage to test that the selection criteria you choose will make sense in the logons and databases where you want to apply them. For example, if you set up a file generator that refers to NAME-FILE and runs on the AC logon, the query will produce errors in the output lines for that logon, unless you set up the appropriate Q-pointers.

Similarly, if you set up a file generator to select items that match a particular value, but no entries in the database actually do match what you specify, the resulting flat file will be empty (except for a header record, if you have set the Col Heading field in the FFG setup to Yes).

Overview

This guide provides information on accessing the Flat File Generator application, creating and maintaining setups that generate custom data files, and loading CI-FFG into the ADP Job Stack.

Navigation

- Make sure that the Caps Lock feature is on.
- Use the arrow keys to move between fields.
- After typing data into a field, press **Enter** to move to the next field.
- Use **F1** to view the extensive online help.

Accessing CI-FFG

Follow these steps to access CI-FFG from the User Security Menu.

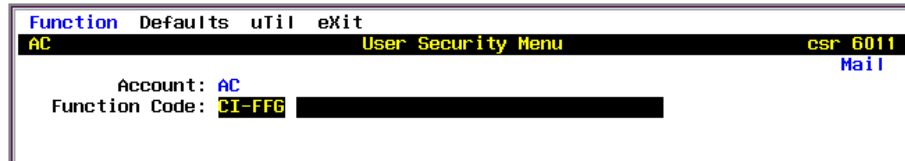


Figure 1. CI-FFG Login and Function Code

1. Log on to your **AC** account, or another application account where Flat File Generator has been installed.
2. At the Function Code field, enter **CI-FFG**.
3. At the FFG menu, choose the option for the task you want to perform.

Flat File Generator Main Menu

The CI-FFG main menu provides a list of all functions used to create and modify file generator setups, schedule FFG on the Job Stack, and manage the set of flat files you create on your system.



Figure 2. CI-FFG Main Menu

File Generator Setups

Use the first option on the FFG menu to set up individual generator routines, define an optional schedule for them to run in the Job Stack, or run them individually to create local files.

Each Flat File Generator setup defines a specific file query that generates a flat file from the data in a standard ADP file. The setup screen lets you choose what data you want to select, what application accounts (logons) you want to draw the data from, and how the results should be formatted and presented.

This section describes the following procedures:

- Creating a New Setup, below
- Editing an Existing Setup on page 14
- Copying a Setup to a New Setup ID on page 15
- Setting a Weekly Schedule for a Setup on page 16
- Generating Flat Files on Your Local PC on page 16
- Setting Up an FTP Download Location on page 17
- Generating Encrypted Flat Files on page 18
- Deleting an FFG Setup on page 19

Creating a New Setup

To create a new Flat File Generator setup:

1. Log on to an application account where Flat File Generator has been installed.
2. At the Function Code field, enter **CI-FFG**.
3. Select the **Flat File Generator Setup** option.

```
AC CI-FFG          Flat File Generator Setup          csr 6010
ID.....:          ██████████
Description:
Filename...:
Selection Criteria:
Sort Criteria:
Output Fields:
Logons:
Col Heading:      Trailer Record:      Append To File:
Delimiter...:
Output Path:
Enter the ID, or F12=List.
F1=Help  F3=Exit  F12=List
```

Figure 3. Flat File Generator Setup Screen

- At the ID field, enter a new setup ID. If you have entered a unique ID name, the system prompts you to confirm that you want to create a new setup.

Note. If you create an ID that contains spaces, the program automatically converts the spaces to underscore characters (_).

- Enter **Y** at the confirmation prompt.
- Enter a short description of what the file generator setup does.
- At the Filename prompt, enter the exact name of the file from which you want to draw data, or press **F12=List** to open a selection list.

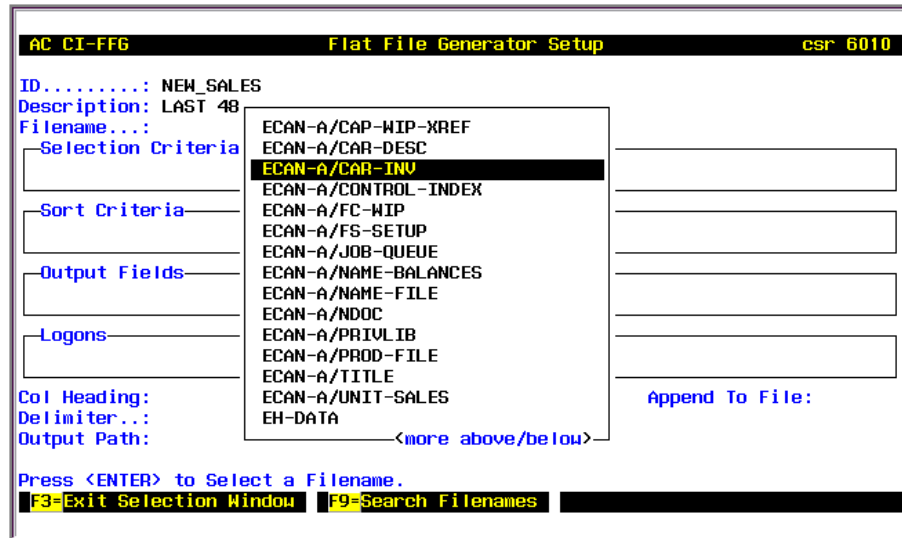


Figure 4. File Selection List

Use the arrow keys, PageUp and PageDn keys, and the F9=Search command key to find the file you want to use, and then press **Enter** to select it.

- The program automatically opens the Selection Criteria window.

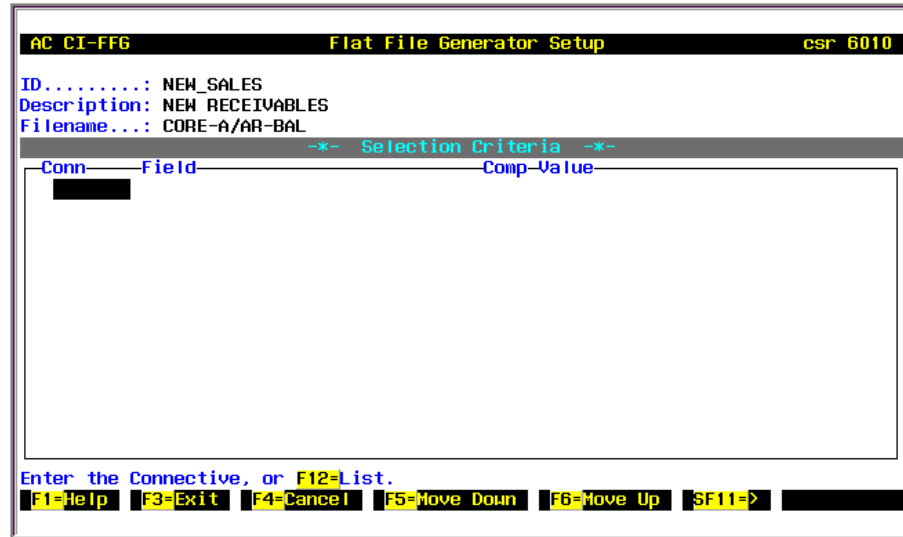


Figure 5. Data Selection Criteria Window

This window allows you to choose what dictionary items (DICT items) you want to use to select particular entries from the data file used by this setup.

To specify selection criteria, you choose the following:

- a *connective* command such as WITH and OR WITH, to indicate the logical rules to apply to each entry in the database in order to find the desired matches
- a *field* in the data file, which takes the form of a DICT item name
- a *comparative* symbol such as = (equals), # (not equals), greater than or less than, and
- a *value*, which is a literal character string or number to which the field content will be compared.

You can define as many selection criteria lines as you require. The first line always begins with the connective keyword WITH. Subsequent lines can begin with the connective keywords AND WITH (meaning that the database entries must also match this criteria to be selected) or the keywords OR WITH (meaning that the entries may match other criteria **or** this line, and still be selected for the flat file).

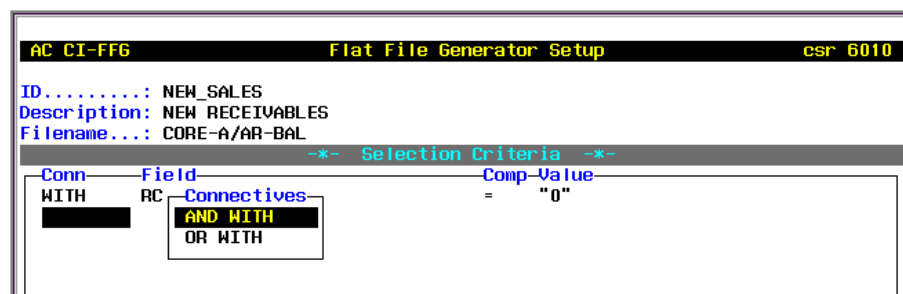


Figure 6. Selecting a Connective on the Second Criteria Line

Example. To select all Chevrolet vehicles in the CAR-INV file, you would use the WITH connective, the MAKE field, a comparative of either the equals sign (=) or the EQ keyword, and a literal value of CHEV. The resulting line in the table would read WITH MAKE = "CHEV".

To define a selection line:

- Type the appropriate connective keyword, or use the F12 command key to select one.
- At the Field column, type the exact DICT item name, or press **F12=List** to open a selection list.

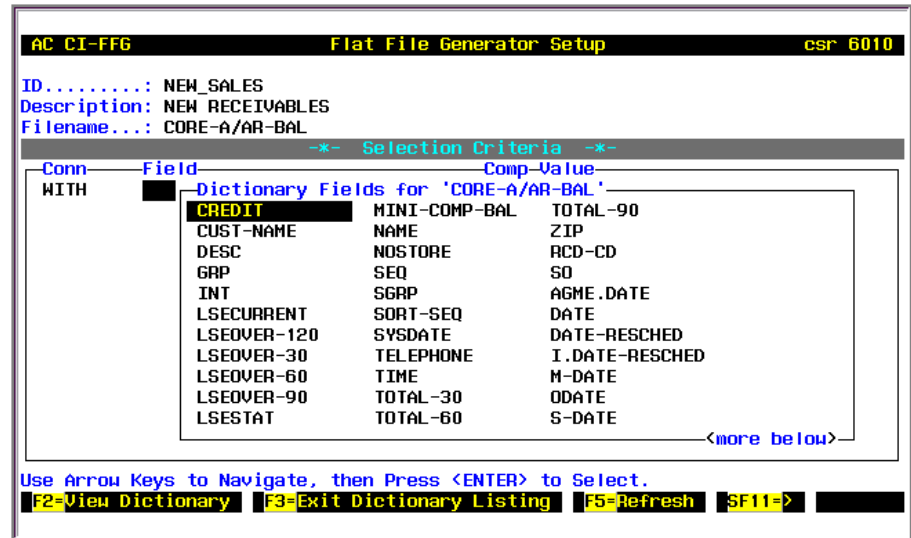


Figure 7. DICT Item Selection List

Use the arrow keys and the PageUp/PageDn keys to find the dictionary item you want to use, and then press **Enter** to select it.

For reference, you can also use the F2=View Dictionary command key here (or in the Selection Criteria window) to see the code behind the highlighted or selected DICT item.

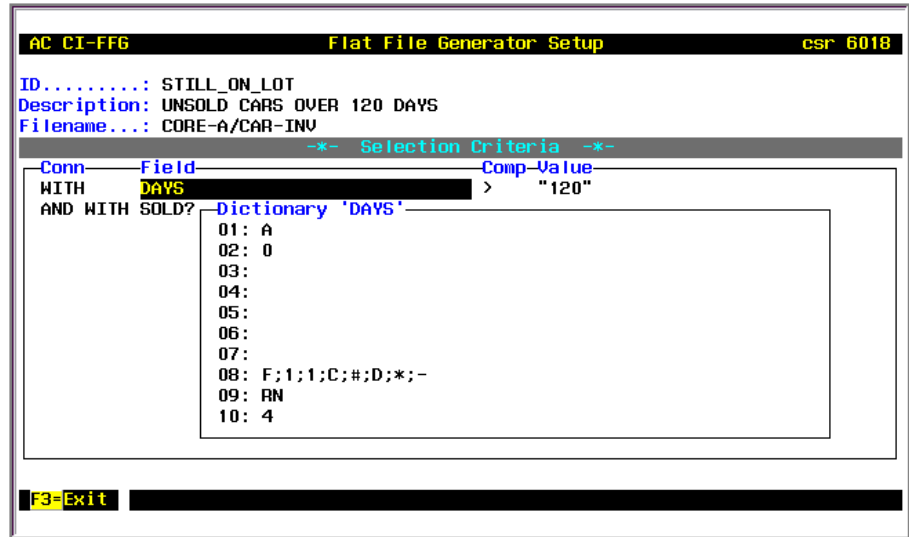


Figure 8. View Dictionary Item Window

Press **F3** to close the DICT Item view.

- c. At the Comp column, type a comparative keyword, or press **F12=List** to select one.

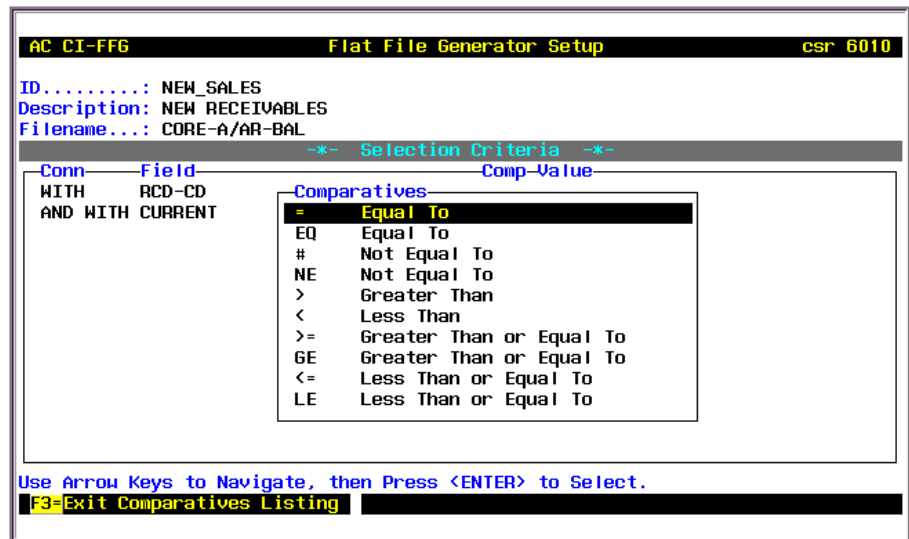


Figure 9. Comparatives Selection List

Use the arrow keys to find the appropriate comparative, and then press **Enter** to select it.

- d. At the Value column, type the literal text string or number to which the field contents will be compared to determine a match for this selection criterion.
To select *partial matches*, use the left and right bracket characters ([]). For example, to search by VIN for U.S.-made GM automobiles, you might enter **1G]** and the program would select all vehicles whose VIN began with '1G'

You can also enter a value for an *empty field* (in other words, select records where the specified field does not contain a value) by entering two double-quotation-mark characters ("") in the Value column.

To enter special literals for date calculations, see *Using Date Codes in the Value Field* on page 13.

Press **Enter** to move to the Conn column in the next selection-criteria line. Repeat this sequence to enter more selection criterion lines, or press **F3=Exit** to move to the next setup panel, in step 9.

To cancel changes made to the current line, use the F4=Cancel command key.

If you use more than one selection criteria for your setup, you can change the order in which the selection is run using the command keys in this window.

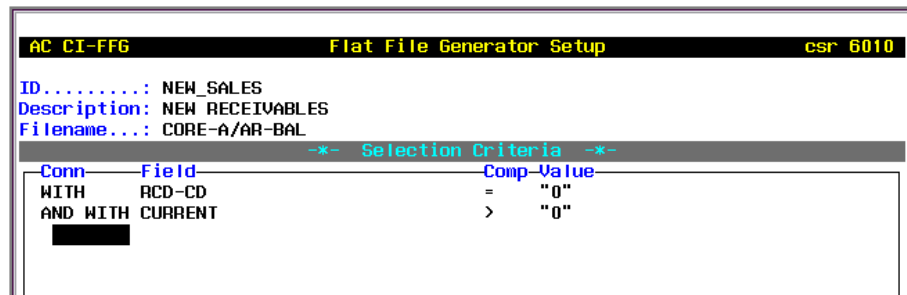


Figure 10. Selection Criteria Window (example lines)

Use the Up and Down arrow keys to find the line you want to shift, and then press F5 to move the line below the one that follows it, or press F6 to move the line ahead of the one that precedes it.

You can also use the Del key at any line to remove it from the detail window. (There is no confirmation prompt for this command.)

- In the Sort column of the Sort Criteria window, enter a sort command (BY or BY-DSND).

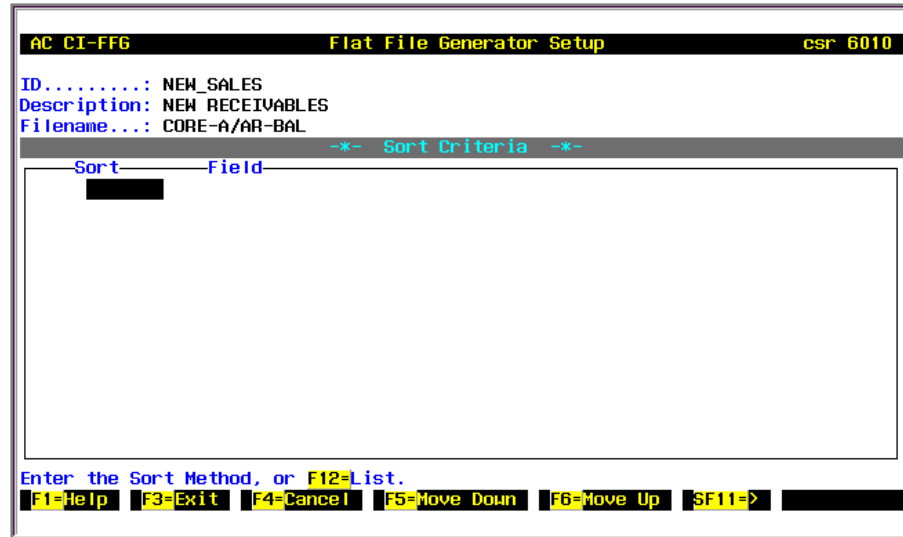


Figure 11. Sort Criteria Window

The BY keyword sorts the selected data entries in ascending order, the BY-DSND keyword in descending order. You can also use the F12 command key to select a keyword in this field.

10. In the Field column, enter the exact name of the field by which you want to sort the data, or press **F12=List** to select one. Note that the field(s) by which you sort your flat file do not have to be the same one(s) used for your selection criteria or your output fields.

To cancel changes made to the current line, use the F4=Cancel command key.

If you use more than one sort field and you want to change the order in which they apply, use the command keys in this window to make adjustments. Use the Up and Down arrow keys to find the line you want to shift, and then press F5 to move the sort field below the next one, or press F6 to move it ahead of the previous one. (Press Del to remove any line you no longer want.)

11. Repeat the previous two steps to enter additional sort criteria, or press **F3=Exit** to move to the next setup panel.

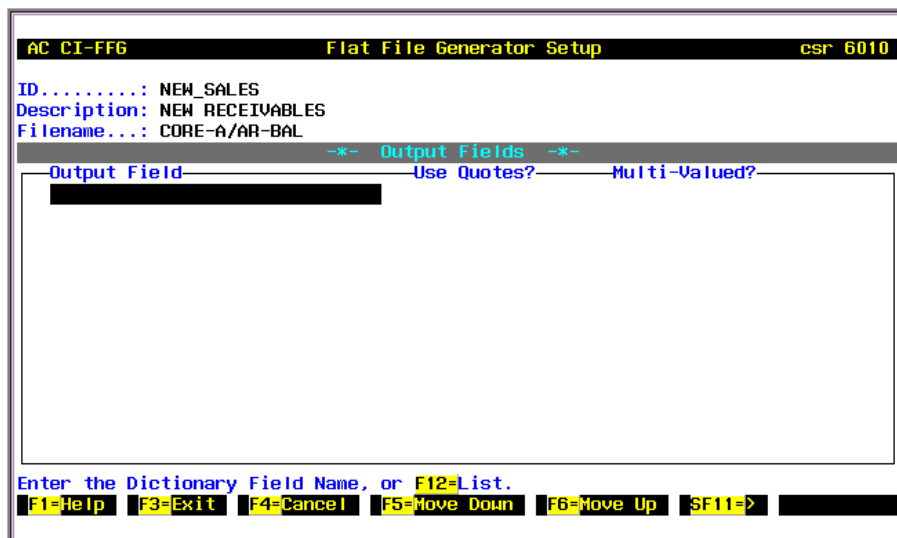


Figure 12. Output Fields Window

12. In the Output Field column of the Output Fields window, enter the exact name of a field you want to write into the flat file.
13. In the Use Quotes column, enter **Y** if the output field contents should be enclosed in quotation marks, or **N** if it should not be. Generally, you should choose **Y** for Yes for any alphanumeric data fields and **N** for No for numeric-only data fields.
14. In the Multi-Valued column, enter **Y** if the output field contains multi-valued data items, or **N** if not. Selected lines of data that contain multi-values will produce one line of output (in the flat file) for each multi-value.
15. Repeat the previous three steps to enter additional output fields. Each field you set up as output becomes a delimited segment in each line of your generated flat file.

To cancel changes made to the current line, use the **F4=Cancel** command key.

To change the order of the output fields in this window, use the Up and Down arrow keys to find the line you want to move, and then press **F5** to move the output field below the next one, or **F6** to move it ahead of the previous one. (Press **Del** to remove any line you no longer want.)

16. When you are done entering output fields, press **F3=Exit** to move to the next setup panel.

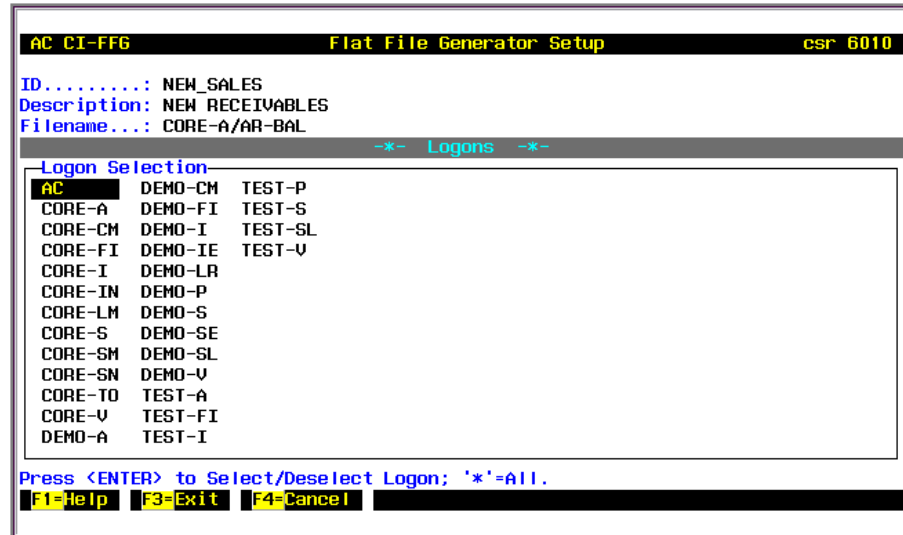


Figure 13. Logon Selection Window

17. Use the arrow keys to move around this window. For each logon where you want to run the query, press **Enter** to select it. You can also press the asterisk key (*****) to select all the logons that appear in the window.
18. After you have selected all the applicable logons, press **F3=Exit** to continue at the main setup screen.

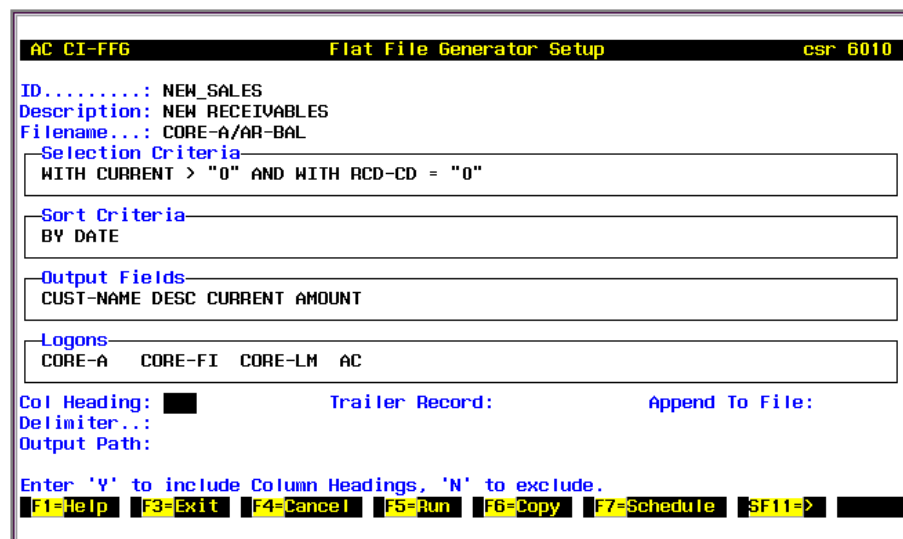


Figure 14. Flat File Generator Setup (partly-completed example)

19. At the Col Heading field, enter **Y** for Yes if you want the flat file to begin with short descriptive column headers for each output field you are using. Enter **N** for No to omit the headers.
20. At the Trailer Record field, enter **Y** for Yes if you want the flat file to end with a single line summarizing the count of selected lines. Enter **N** for No to omit the trailer record.

21. At the Append to File field, enter **Y** for Yes if you want each run of this FFG setup to add output to the end of the existing file. This feature is useful for generating historical data.
If you enter **N** for No, each subsequent run of this setup overwrites the existing file.
22. At the Delimiter field, enter the code letter for the type of delimiter character you want to place between values for each data field. Enter **C** for commas or **T** for tabs.
23. At the Output Path field, enter the path and filename for the location (on your DMS) where you want the generated file to be written. The Flat File Generator application provides a pre-defined pathname that is displayed in this field.
What you enter here should be the exact filename you want to use for this particular setup ID, including any subdirectories below the pre-defined pathname. If you enter any subdirectory names that do not exist, the program will create them when the file generator setup runs.
- Important!** Be careful not to use the same output path (filename and directory location) for different setups. Conflicting FFG setups can cause confusion if they are set to create (and then overwrite) the same filename.*
24. To save the new FFG setup, press **F3=Exit**.

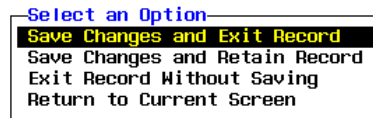


Figure 15. Save/Exit Options

25. To close the setup and return to the ID field in this screen, choose the **Save Changes and Exit Record** option. From there you can press F3 again to return to the CI-FFG menu.
To save the existing setup but continue to work with it, choose the **Save Changes and Retain Record** option.

After you create and save a new setup, you can run any of the other commands in the setup window. (See the list at the beginning of the *File Generator Setups* section on page 4.)

Using Date Codes in the Value Field

The Value column of the Selection Criteria panel in the FFG setup field provides a feature for calculating simple dates based on the current system date. This feature lets you use the values in date fields to select records, even though the date field value may change frequently.

The date code takes the form of one of three literal strings:

- For the current date only, enter <<**TODAY**>> in the Value column for that selection criterion.
- For a date in the future, enter <<**TODAY-n**>> where *n* is a numeric value representing a number of days. For example, enter <<**TODAY-2**>> to calculate dates two days from the present day.

- For a date in the past, enter <<TODAY+n>> where *n* is the number of days prior to the present day.

The number you use for *n* must be an integer.

Editing an Existing Setup

To open a setup that has already been defined:

1. Log on to an application account where Flat File Generator has been installed.
2. At the Function Code field, enter **CI-FFG**.
3. Select the **Flat File Generator Setup** option.
4. At the ID field, press **F12=List**.

```

AC CI-FFG          Flat File Generator Setup          csr 6018
ID.....: ID Listing
Description: SVC_LOF - OIL CHG BY CUSTOMER
Filename...: NEW_SALES - NEW RECEIVABLES
Selection Cr: STILL_ON_LOT - UNSOLD CARS OVER 120 DAYS
Sort Criteria: UNSOLD2.CSV - UNSOLD CARS OVER 120 DAYS
  
```

Figure 16. ID Selection List

5. Use the arrow keys to find the setup you want to open, and then press **Enter**.

```

AC CI-FFG          Flat File Generator Setup          csr 6010
ID.....: OLD_STOCK
Description: UNSOLD CARS OVER 120 DAYS
Filename...: CORE-A/CAR-INV
Selection Criteria: WITH DAYS > "120" AND WITH SOLD? >= "NO" AND WITH MAKE # ""
Sort Criteria: BY MAKE-MODEL BY DAYS BY YEAR
Output Fields: MAKE MODEL YEAR DAYS STOCK RETAIL COLOR
Logons: AC CORE-FI
Col Heading: YES          Trailer Record: NO          Append To File: NO
Delimiter...: TAB
Output Path: /adp/3party/carink/ffg/saved/unso1d2.tsv
Enter the Description.
F1=Help  F3=Exit  F4=Cancel  F5=Run  F6=Copy  F7=Schedule  SF11=>
  
```

Figure 17. Flat File Generator Setup (example)

6. Use the arrow keys to move around the setup screen to make any needed changes.

Note. To move through the detail panels in the middle of the screen, use the **F3=Exit** command key in each detail window rather than the arrow keys. Pressing **F3** moves you to the next panel in order, either up or down, based on where you started.

From the Filename field, press the Down arrow key to reach the Selection Criteria detail window. Press F3 four times to move through the Logons detail window to the Col Heading field.

From the Col Heading field, press the Up arrow key to reach the Logons detail window. Press F3 four times to move through the Selection Criteria detail window to the Filename field.

7. From the main screen, press **F3=Exit** to return to the application menu.

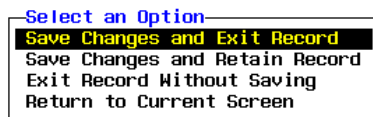


Figure 18. Save/Exit Options

8. To close the setup and return to the ID field in this screen, choose the **Save Changes and Exit Record** option. From there you can press F3 again to return to the CI-FFG menu.

To save the existing setup but continue to work with it, choose the **Save Changes and Retain Record** option.

Editing the Contents of Text Fields

Text fields in the FFG Setup screen (such as Description, Output Path, the first four fields in the FTP setup window, and so on) provide a common set of editing features:

To type over the contents of a field, just type a new value.

To add content to the end, press the **End** key and then type the new content. (You can also move to the beginning of the field by pressing **Home**.)

To insert characters in the middle of a field without overwriting what is there already, press the **Ins** key to switch to Insert mode, and then type the new content.

To delete the current character, press **Del**.

Copying a Setup to a New Setup ID

To copy one FFG setup to a new ID (for example, so that you can adapt it for another purpose but keep the original as-is), use the Copy feature.

To create a copy of an existing setup:

1. Open or create the FFG setup (and save any new changes made to it).
2. From the main CI-FFG setup screen, press **F6=Copy**.
3. At the New ID prompt, enter a unique ID name for the copy of the current setup.

The program generates the new setup and opens the new record. From here you can use any setup feature to modify the setup you just created.

Setting a Weekly Schedule for a Setup

You can add an FFG setup to the weekly schedule — for both Job Stack and AutoRun purposes — as soon as any changes to it have been saved.

To define a schedule:

1. Open or create the FFG setup (and save any new changes made to it).
2. From the main CI-FFG setup screen, press **F7=Schedule**.

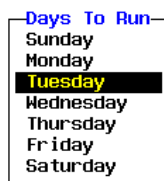


Figure 19. Schedule Window

3. In the Days To Run dialog box, use the Up and Down keys to move to the days you want this setup to be run, and press **Enter** to select the day. Press the asterisk key (*) to select the setup to run on all days.
4. Press **F3=Exit** to save your schedule settings.
5. After setting the schedule, remember to save the changes to the FFG setup record.

After a schedule is defined here, the FFG setup automatically generates the file in the Output Path whenever the Job Stack runs on the selected days.

Setups also run automatically **and** generate local PC files (if a PC path is defined) when you use the AutoRun option on a setup's scheduled days.

Generating Flat Files on Your Local PC

When you run Flat File Generator in an ADP Reflection session, you can generate local files on your PC as well as generating UNIX flat files on the DMS (in the output path). To generate a local file, you first define a PC path where the local file should be written (or use the built-in Reflection file download feature), then use the Run command key in the setup screen.

Local PC files are also generated when you use the AutoRun option (on the main FFG menu) from a Reflection session.

To set up a PC path:

1. Open or create the FFG setup (and save any new changes made to it).
2. From the main CI-FFG setup screen, press **Shift-F6=PC Path**.
3. Type the complete path (on your PC) and filename where you want to save the generated flat file. Note that the path must include the drive letter (for example, C:) and use backslash characters (\) to separate folder names.

Important! The folders in the path you define **must exist** on the PC. The CI-FFG program will create the file you specify but will not create folders.

4. Press **F3=Exit** to close the PC Path window.

5. You must also save the setup record before running the file download. Press **F3** again at the main setup screen, and then choose the **Save Changes and Retain Record** option.

To generate the local file:

1. From the main CI-FFG setup screen, press **F5=Run**.
2. At the Download File to PC prompt, press **Y** to proceed. The program generates the flat file and prepares it for download to your PC.

***Important!** The PC download feature is only activated if you are working in a Reflection session. Running your FFG setups through the Job Stack does not download files to a PC even if you have set up a PC Path.*

3. If you have defined a PC Path with the Shift-F6 command key, the program copies the generated file to that location.

Using Reflection to Save the Local File

If do **not** set up a PC path in the FFG setup, the Reflection program interface automatically prompts you for a file format and filename when you use the Run command.

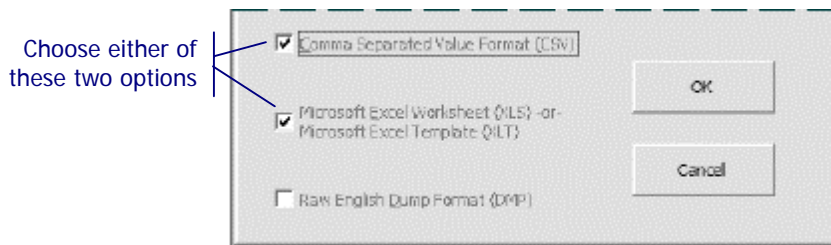


Figure 20. File Format Selection Dialog Box (partial)

In the File Format Selection dialog box:

1. Click either the Comma-Separated Value (CSV) option or the Microsoft Excel (XLS) option. CI-FFG does not support the DMP option.
2. Click **OK**.
3. In the Save dialog box, browse to the appropriate folder on your PC and enter a filename for the local flat file. The CI-FFG program saves the file in the format you selected.

Setting Up an FTP Download Location

If after generating a flat file, you want to transfer it to a remote server on your network, use the FTP feature of the Flat File Generator Setup screen.

When the file is generated, the program makes a copy of the flat file at the defined FTP location, if the FTP option is activated (step 6).

To set up a remote server location:

1. Open or create the FFG setup (and save any new changes made to it).
2. From the main CI-FFG setup screen, press **Shift-F8=FTP**.

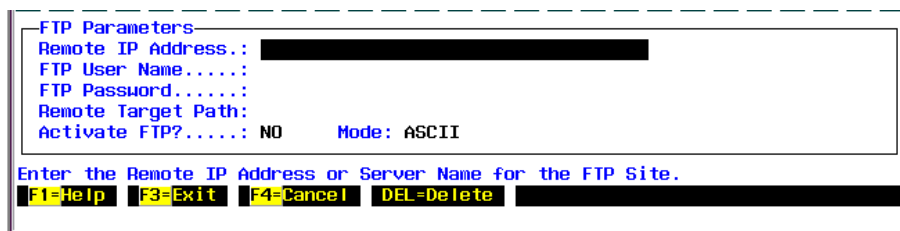


Figure 21. FTP Setup Window

3. At the Remote IP Address field, enter the server location for the transfer. This address can take the form of an IP address, a DNS server name, or a UNC location.
4. Enter the login name and the password to use when making the connection to the remote server.
5. At the Remote Target Path field, enter the complete pathname on the remote server where you want to place the generated file. This should be a legal UNIX-style path, using the slash character (\) to separate directory names.

Note. Do not enter a filename in this field. The program uses the filename specified in the Output Path field of the main FFG Setup screen.

6. At the Activate FTP field, enter **Y** if you want to transfer the file immediately after generating it. Enter **N** to generate the file only in the output path location.
7. In the Mode field, enter **A** to transfer the file in ASCII mode, or enter **B** to transfer the file in Binary mode.
8. To save your settings, press **F3=Exit**.

When working with the FTP Parameters window, you can use the **F4=Cancel** command key to cancel any changes and revert to the original settings. On any specific field, you can press **Delete** to clear the contents.

Generating Encrypted Flat Files

Flat File Generator supports the creation of encrypted files as well as unencrypted flat files. To use this feature, you must specify an encryption key for each FFG setup you want to encrypt.

To set an encryption key:

1. Open or create the FFG setup (and save any new changes made to it).
2. From the main CI-FFG setup screen, press **Shift-F7=Encrypt**.
3. Enter the encryption key, and then press **F3=Exit** to save it.
4. After setting the key, remember to save the changes to the setup record.

Entering a valid encryption key creates a **second** (encrypted) file, with the same name as the original file plus an extension of **.enc** after the name. The original (unencrypted) flat file is also generated, and remains in the output path in its unencrypted state.

Note. When used in combination with the encryption feature, the PC download and remote FTP features of CI-FFG transfer only the encrypted file.

See the **F1=Help** feature for more information.

Deleting an FFG Setup

To delete a Flat File Generator setup:

1. Log on to an application account where Flat File Generator has been installed.
2. At the Function Code field, enter **CI-FFG**.
3. Select the **Flat File Generator Setup** option.
4. At the ID field, enter the ID name for the setup you want to delete, or use the F12 command key to select one from the list.
5. When the setup record opens, review it to confirm that you want to remove it.
6. Press **Shift-F5=Delete**.
7. At the confirmation prompt, press **Y** to proceed.
8. Press **F3=Exit** to return to the main CI-FFG menu.

Setting up CI-FFG in the Job Stack

Use the Jobstack Setup option on the main Flat File Generator menu to enable your FFG setups to generate files on the Job Stack schedule.

For each day of the week, while the FFG Job Stack feature is activated, the FFG setups that have been set (with the F7=Schedule command key) to run on that specific day automatically generate files in the defined output path.

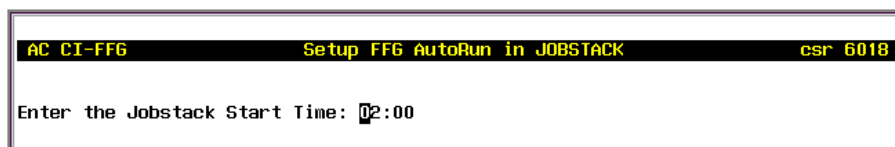
Note. The FFG Job Stack feature of CI-FFG does not generate or download files on a PC.

Bear in mind that the FFG Job Stack feature must be enabled on each logon where you are have defined FFG setups. The ADP Job Stack program runs only those setups that are defined on the current logon.

Adding Flat File Generator Setups to the Job Stack

To activate the FFG Job Stack feature the first time:

1. Log on to an application account where Flat File Generator has been installed.
2. At the Function Code field, enter **CI-FFG**.
3. Select the **Jobstack Setup** option.



The screenshot shows a terminal window with a black background and yellow text. The top line contains the text 'AC CI-FFG Setup FFG AutoRun in JOBSTACK csr 6018'. Below this, the prompt 'Enter the Jobstack Start Time: 02:00' is displayed, with the cursor positioned at the end of the time '02:00'.

Figure 22. Setting the Start Time

4. Enter the time when you want the Job Stack to start the FFG setups, using two digits for the hour and two digits for the minutes, separated by a colon character (:).
5. Press **Enter** to return to the CI-FFG menu.

About Job Stack

The ADP Job Stack is function JOB on the Utility Functions menu.

You can modify the time of day the FFG setups run, as well as other predefined job settings, using the commands built into the Job Stack function.

Changing the Job Stack Schedule

To change the scheduled time for the FFG portion of the ADP Job Stack:

1. From the main Flat File Generator menu, select the **Jobstack Setup** option.
2. Enter a new time for the FFG setups to run, using two digits for the hour and two digits for the minutes, separated by a colon character (:).

```

AC CI-FFG                               Setup FFG AutoRun in JOBSTACK                               csr 6018
-----
STACK NAME          INTERVAL          TIME    NEXT-PROCESS          FORM-QUEUE
-----
FFG.AUTORUN        DAILY              02:00   -----
Schedule a job stack for processing
Stack name.....FFG.AUTORUN
The schedule for FFG.AUTORUN has already been defined.
  1 = Change schedule definition
  2 = Activate defined schedule
<ENTER> = Exit jobstack.....
    
```

Figure 23. Job Stack Schedule Display

3. The program displays the stack name and current run time. To change the schedule to the new time entered in the previous step, enter **1** at the prompt.

The updated schedule shows the new start time

```

AC CI-FFG                               Setup FFG AutoRun in JOBSTACK                               csr 6018
-----
STACK NAME          INTERVAL          TIME    NEXT-PROCESS          FORM-QUEUE
-----
FFG.AUTORUN        DAILY              02:00   Wed Mar 24 02:00:00   STANDARD
Schedule a job stack for processing
Stack name.....FFG.AUTORUN
FFG.AUTORUN is activated to process on Wed Mar 24 02:00:00 2004
  1 = Change schedule definition
  2 = Deactivate the schedule.....1
Existing schedule was deactivated.
Process interval.....D
Start process at what time.....03:00
Output to form-queue...(STANDARD)....STANDARD
Print Job Stack Log (Y/N).....(N)N
Activate the defined schedule (Y/N)....Y
Next processing for this stack is Wed Mar 24 03:00:00 2004
Press Any Key:
    
```

Figure 24. Job Stack Activation Settings

4. The program displays the updated schedule for FFG on the Job Stack. Press **Enter** to return to the CI-FFG menu.

Deactivating the Schedule for FFG

To deactivate the FFG portion of the ADP Job Stack:

1. From the main Flat File Generator menu, select the **Jobstack Setup** option.
2. At the Start Time prompt, press **Enter** to continue. The program displays the stack name and current run time.
3. At the Change/Deactivate prompt, enter **2**. The program displays a message indicating that the schedule (for FFG) has been deactivated.
4. Press any key to return to the CI-FFG menu.

Reactivating the Schedule

To activate the FFG schedule after it has been deactivated:

1. From the main Flat File Generator menu, select the **Jobstack Setup** option.
2. At the Start Time prompt, enter a new start time, or simply press **Enter** to continue using the default.
3. The program displays the stack name and current run time. At the Change/Deactivate prompt, enter **2**.
4. The program displays the next processing time for the FFG portion of the ADP Job Stack. Enter **Y** to confirm, and then press any key to return to the CI-FFG menu.

Using the AutoRun Option

The AutoRun FFG option on the main Flat File Generator menu allows you to run all setups that are scheduled to run on the current day of the week.

AutoRun is similar to the FFG portion of the Job Stack, but it also supports the PC file download feature (when you start AutoRun in an ADP Reflection session on a PC).

Note. Like the FFG Job Stack option, the AutoRun feature runs only the FFG setups that are defined on the current logon. To generate any FFG setups you have set up on other logons, you must run CI-FFG on those application accounts and choose the AutoRun option.

The AutoRun feature provides a convenient way of generating all the daily flat files you need without opening each individual FFG setup.

To start AutoRun:

1. Log on to an application account where Flat File Generator has been installed.
2. At the Function Code field, enter **CI-FFG**.
3. Select the **AutoRun FFG** option.

```

RUNNING FFG 'NEW_SALES'...

Downloading...
/adp/3party/carink/ffg/new_recs.csv
...to...
c:\local\thurs.csv

```

Figure 25. AutoRun - Processing FFG Setups

4. As each FFG setup that is scheduled to run is processed, the AutoRun program displays the ID for the setup and the name of the file(s) being generated and downloaded. The program then returns you to the main FFG menu.

Note. If no FFG setups are scheduled for the current day of the week, AutoRun returns you to the menu without displaying any processing messages.

Managing Your Generated Files

Use the View/Delete Flat Filenames option on the FFG menu to see the names of the files generated by your FFG setups, and to remove the files that are obsolete.

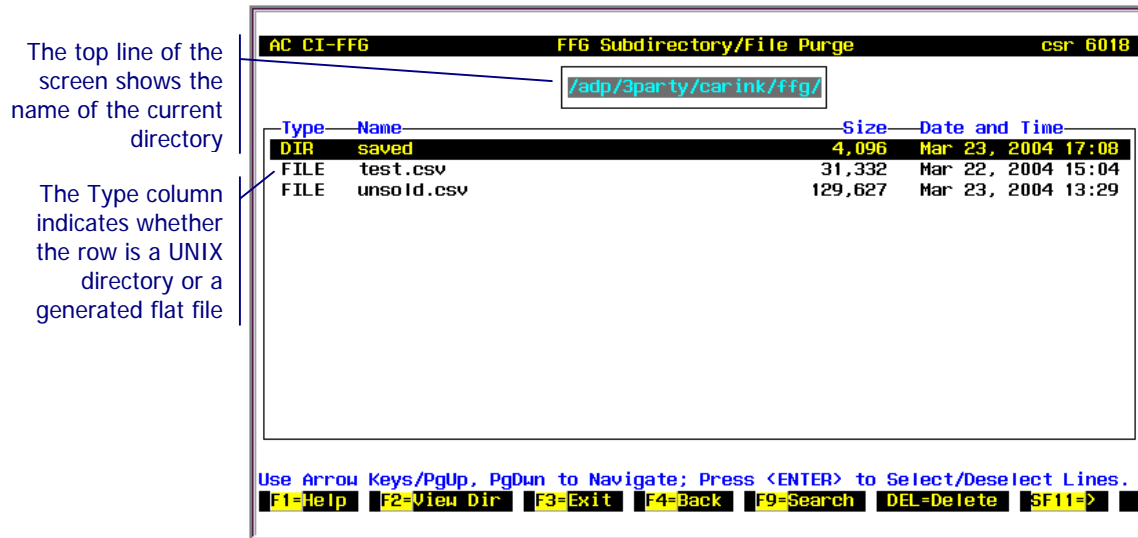


Figure 26. View/Delete Flat Files Screen

The View/Delete Flat Files screen shows a list of output path directories and filenames, all of which are generated by runs of your FFG setups — either by the Job Stack, by the AutoRun routine, or by runs started with the F5=Run command key in individual setup records.

Each line for a generated file displays the filename, the file size, and the last date it was updated.

Viewing FFG Filenames and Directories

To browse through the list of directories and filenames, use the following command keys:

- Use the Up and Down arrow keys to scroll through the list.
- Use PageUp and PageDn to move forward and backward, one screen at a time.
- To browse within a subdirectory (listed as DIR in the Type column at left), move to that row and press the F2=View Dir command key.
- To return to a higher level in the directory structure, press F4=Back.
- To search for text strings in the current directory view, use the F9=Search command key.

Refreshing the Listing

New flat files and directories can be generated, and existing ones updated, while you are in the View/Delete function. To refresh the view so you are seeing the latest information, press **Shift-F2=Refresh**.

Deleting Files and Directories

To delete a file or directory in the listing:

1. Move to the row for the file or directory you want to delete, and then press **Enter** to select it.

Note. You can also press the asterisk key (*) to select all files and directories within the current directory.

2. After selecting all the files and directories you want to remove, press **Delete**.
3. Enter **Y** to confirm the delete command.

