Save Output Queue (SOQ)

Release 8.95

User's Guide

IBM i5, iSeries, and AS/400

Developed and Distributed by

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INTRODUCTION

Save Output Queue (SOQ) is a complete spool file management system. With SOQ, you can archive spool files, restore spool files, prepare spool files for microfiche and/or CD-ROM, duplicate spool files, delete spool files, move spool files, convert spool files to data files (EBCDIC and/or ASCII), and pass spool files to a COLD (Computer Output to Laser Disk) solution. All eight of these SOQ functions may be performed on a single spool file or on any group of spool files. Every time an SOQ function completes, a report is produced that summarizes the action taken for each spool file affected by the function.

SOQ recognizes groups of spool files based on selection and exclusion criteria supplied by you at the time a function is performed. Spool files may be grouped using any combination of the following criteria:

1. Output queue name
2. Job name
3. User name
4. Job number
5. Spool file name
6. User data
7. Spool file status
8. Forms type
9. Printer file
10. Creation date range
11. Age (in days) range

Using SOQ to archive and restore spool files has many benefits. One benefit is that literally thousands of pages of print may be stored on one tape or a few diskettes, thereby reducing storage problems. Another benefit is that by storing seldom-used spool files such as job logs off-line, you make available disk storage that would otherwise be wasted. Finally, with SOQ's ability to restore archived spool files, lost reports may be quickly and easily reproduced without restoring your applications data files and rerunning your applications programs. There are obviously many other benefits to having the ability to archive and restore spool files and SOQ enhances them all through ease of use.

SOQ allows you to archive spool files to and restore spool files from tape, diskette, optical media, or any save file residing on your AS/400. Multiple saves may be performed using the same tape, diskette, or optical media. SOQ will distinguish between the multiple saves when spool files are restored.

A history of all archives is kept by SOQ, and may optionally be used to supply the information needed to restore spool files. Using this feature makes restoring spool files a less formidable task to undertake, regardless of how old the spool files are.

Using SOQ to prepare spool files for microfiche also has some advantages. One advantage is that any spool file can be quickly placed on tape or diskette and sent to a COM (Computer Output to Microfiche) laboratory to be placed on microfiche or CD-ROM. This is possible because SOQ provides the standard FCFC control characters that allow the spool file to be interpreted. Therefore, no changes to the way you produce the spool file are necessary. Another advantage is that SOQ provides you reports to help meet any paperwork requirements imposed by your COM laboratory. One report provided by SOQ is the Service Order Information report. This report can be used to help complete service order forms that may be required by your COM laboratory. The Service Order Information report includes tape or diskette labels, sequence numbers, the number of original fiche requested, the number of copy fiche requested, and a description of each spool file to be placed on microfiche or CD-ROM. Another report provided by SOQ is a printed sample of each spool file prepared for microfiche. This report is optional. Printed samples are usually only requested by the COM laboratory the first time a report is processed.

SOQ gives you total control over various aspects of preparing spool files for microfiche or CD-ROM. This is achieved through the use of a microfiche master record. In the microfiche master record you are allowed to specify the description of the spool file, the tape or diskette file name that will be assigned to the spool file, and whether or not a sample of the spool file will be printed. The microfiche master record used by each spool file is determined by the spool file's user data.

SOQ keeps a complete history of all microfiche type saves. This history may be reviewed or deleted at any time.

When using SOQ to duplicate spool files, the duplicates may be placed in the same output queue as the originals or in a different output queue specified by you. As with all SOQ functions, a report is produced indicating the specific action taken with each spool file. This report may be used to determine which output queue the duplicate spool files were placed in, or which spool files were not duplicated and why.

When using SOQ to delete spool files, you will find that your options for grouping spool files far outnumber those available with IBM's **DLTSPLF** command. As with all SOQ functions, a report is produced indicating the specific action taken with each spool file. This report may be used to determine which spool files were not deleted and why.

The delete function of SOQ should be used with extreme caution. Once a spool file is deleted, it is gone forever, unless it was archived using SOQ.

Using SOQ to move spool files from one output queue to another output queue provides spool file control at an unprecedented level. You can use this function to move a spool file or group of related spool files to a specific output queue without having to manually search for the spool file(s). As with all SOQ functions, a report is produced indicating the specific action taken with each spool file. This report may be used to determine which output queue the spool files were moved from and to, or which spool files were not moved and why.

Using SOQ to pass spool files to your COLD storage solution enhances your COLD storage solution with SOQ's flexibility and ease-of-use. With SOQ, you can group, limit, and/or select specific spool files to be passed to your COLD storage solution. SOQ even allows the COLD storage process to take place in a batch environment. As with all other SOQ functions, a report is produced indicating which spool files were processed and which spool files were not processed.

COLD storage interfaces provided with SOQ support the following COLD storage solutions:

- Electronic Storage Corp.'s LaserVault
- Electronic Storage Corp.'s LaserVault Universal Server
- Metafile Information Systems' MetaViewer

Converting spool files to data files using SOQ is both easy and flexible. Groups of spool files to be converted can be identified using any of the criteria listed on the previous page. As with all SOQ functions, a report is produced indicating the action taken with each spool file. This report may be used to determine the data file names assigned, where the data files were placed, and which spool files were not converted and why.

SOQ allows you to convert spool files to either regular OS/400 data files (*EBCDIC) or to PC text files (*ASCII). Regular OS/400 data files are placed in a library specified by you. PC text files are placed in an IFS directory specified by you. Data file names are assigned by SOQ. The data file names assigned are always S*nnnnnnnn* for regular OS/400 data files and S*nnnnnnnn*.txt for PC text files.

When using SOQ to convert spool files to data files, two features are available to help determine which data file represents each spool file. The first feature places a "header" record at the beginning of each data file. The second feature produces a "cross-reference" file. Both features are optional and provide specific information to identify the spool file. For more information, see the "Conversion Output File Descriptions" section of this manual.

While all eight functions of SOQ may be accessed from the SOQ menus provided, use of the menus is not required. Each function of SOQ is driven by a specific SOQ command. These commands may be executed from any command entry screen, or placed in any of your applications programs. SOQ commands will execute in a batch environment, provided that you do not specify that spool files are to be selected from a list.

An on-line help text support system is included with SOQ. The help system provides you with field level help text for all fields appearing on all screens within SOQ. The help text is presented to you via pop-up windows. To access the help text, simply place the cursor on the desired field and press the **F1** key. The help text for that field will be displayed in a window in the opposite quadrant of the screen. The help text window can be enlarged to a full screen display for easier reading or moved to a new screen location if needed information has been overlaid.

Additional Documentation

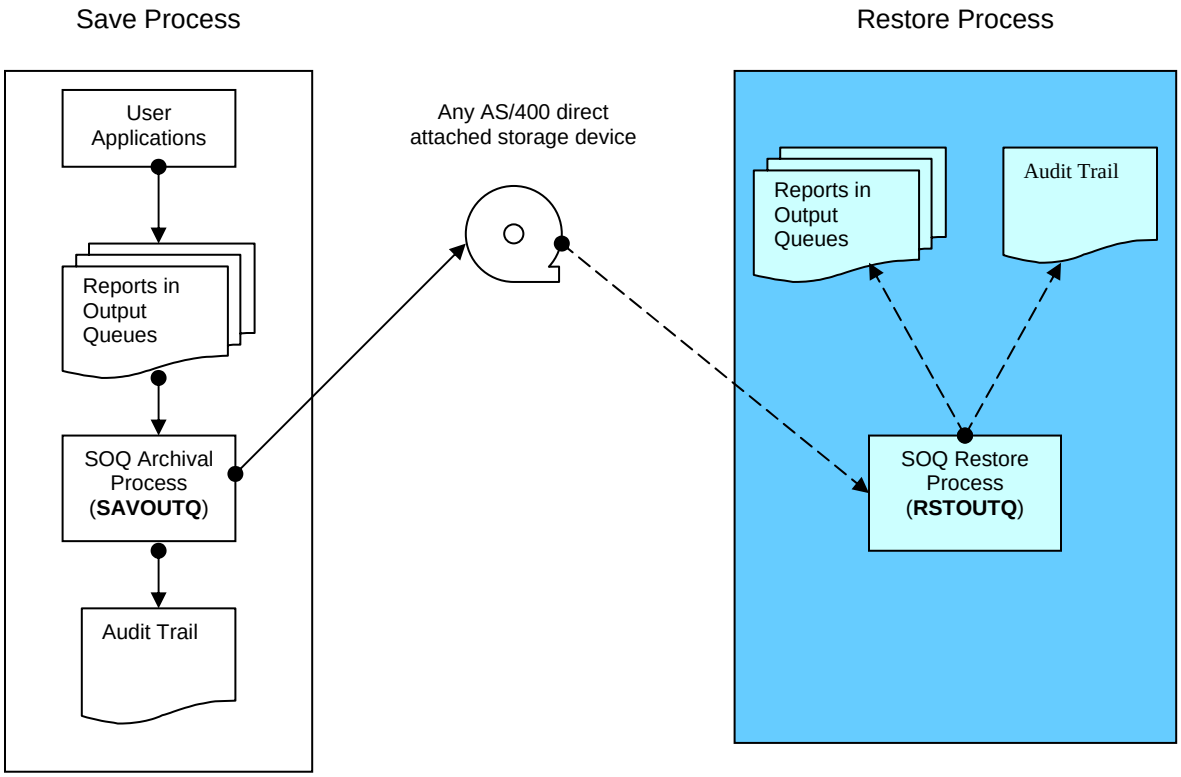
In addition to this User's Guide, the complete *Save Output Queue Reference Manual* is provided on the CD-ROM with *Save Output Queue*. The *Save Output Queue Reference Manual* is in .pdf format and can be read and/or printed on any personal computer using Adobe's Acrobat Reader.

If you do not have Adobe's Acrobat Reader installed on your personal computer, it can be downloaded free of charge from Adobe's website at *www.adobe.com*.

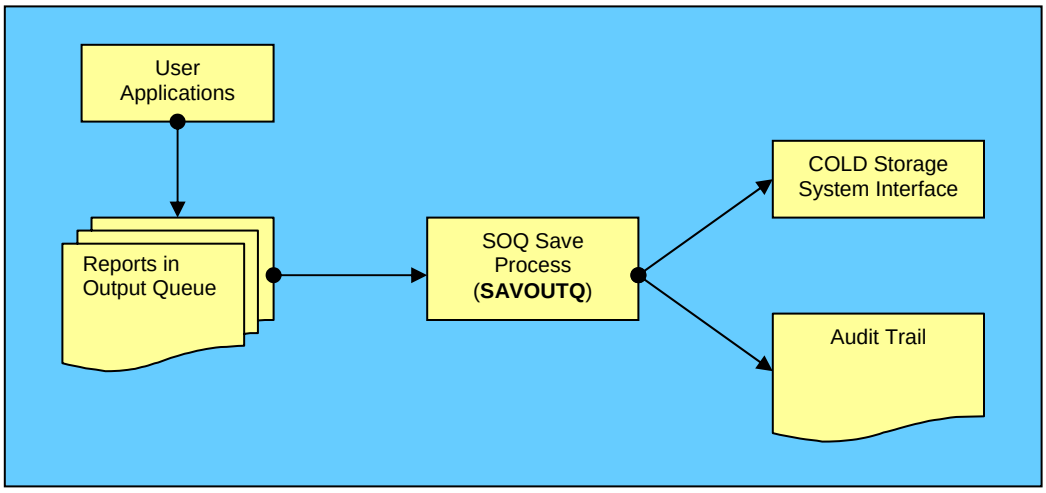
PROCESS FLOWCHARTS

The following flowcharts outline several of Save Output Queue's major functions.

Save/Restore

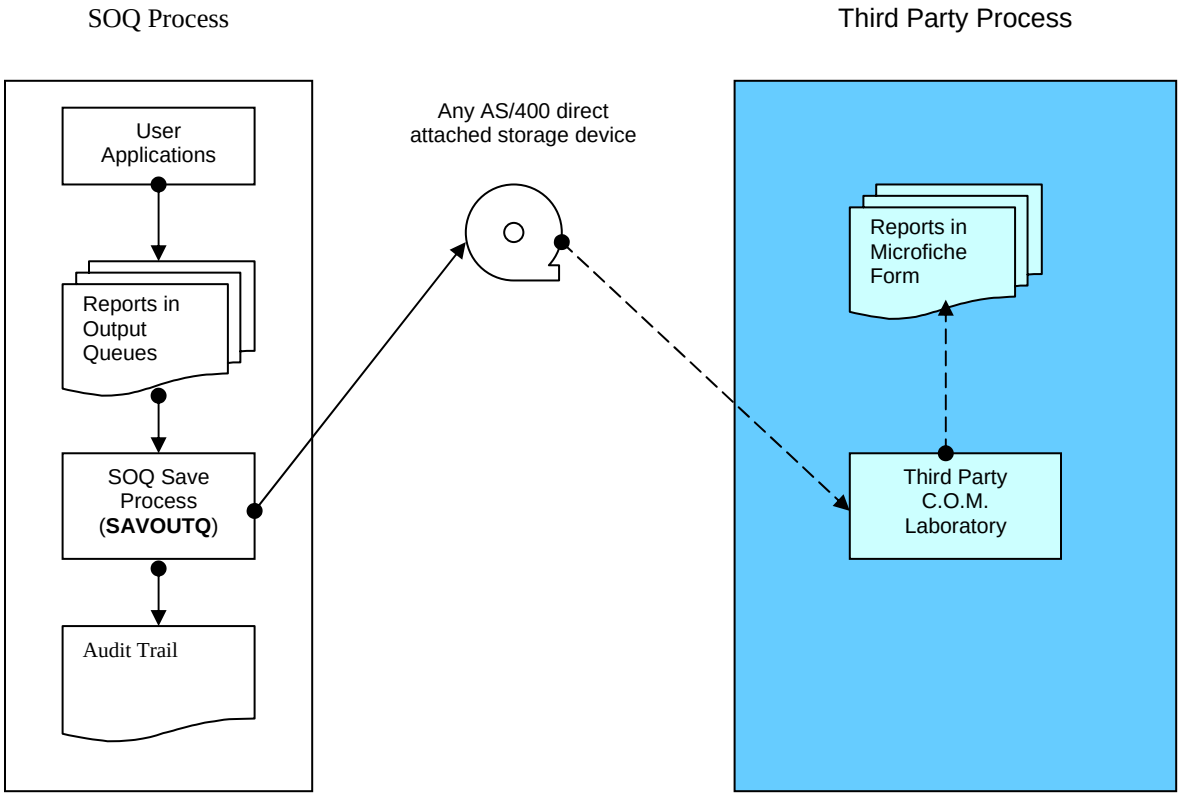


COLD Storage Processing

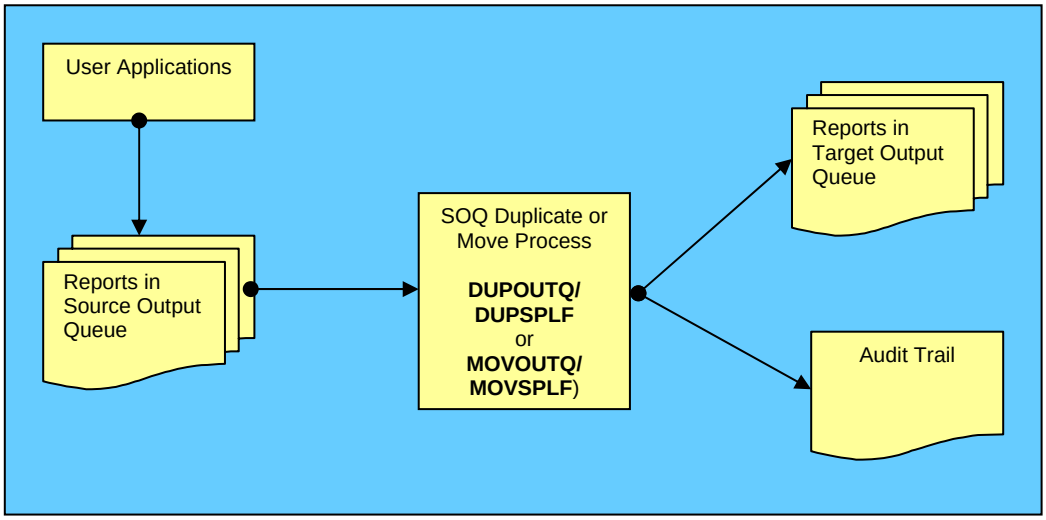


PROCESS FLOWCHARTS (Continued...)

Microfiche Preparation

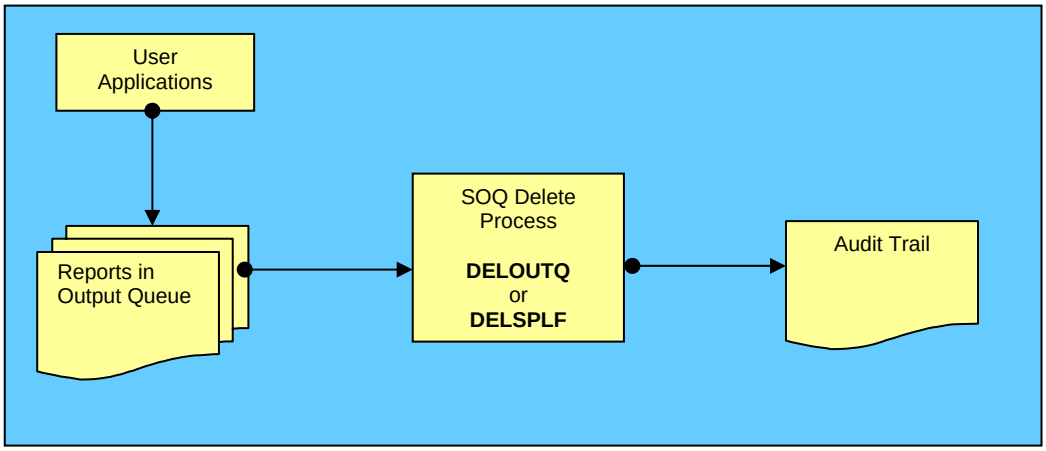


Duplicate/Move

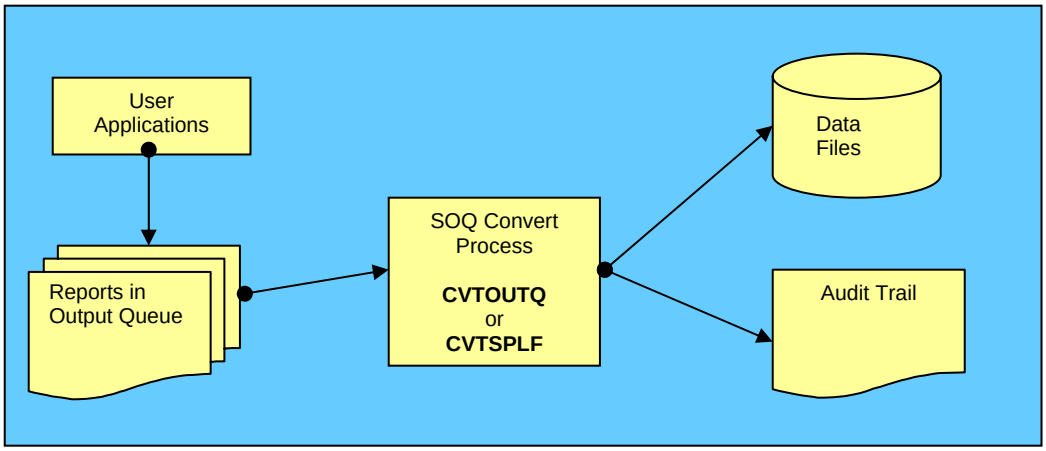


PROCESS FLOWCHARTS (Continued...)

Delete



Convert



ENHANCEMENTS

A partial list of fixes and enhancements included in this release of *Save Output Queue* is as follows:

Release 8.95

- Modified the installation of SOQ as follows:
  1. Added license agreement acceptance screen. SOQ is now self-licensing. The license agreement is accepted at installation time. Returning a signed license agreement is no longer required.
  2. It is no longer a requirement that users sign on as QSECOFR to install SOQ. Installing users must, however, have the special authorities *ALLOBJ and *SECADM.

- Enhanced the optical media interface as follows:
  1. If the optical media is not in a ready status when a save or restore process begins, SOQ will retry several times in an attempt to wait for the media to become ready.
  2. All save operations now use the CLEAR(*NONE) parameter.

- Modified all SOQ commands to give *PUBLIC management authority. This modification allows SOQ System Defaults to be successfully modified by users with limited authority.

- Modified the SAVOUTQ command as follows:
  1. When saving spooled files with the SOQ System Default set to "Optimize for speed", the internal Save File is now created with *PUBLIC having *ALL authority. This eliminates authority issues encountered when spooled files are restored by a user other than the user that saved the spooled files.
  2. A new edit has been added to check for a non-labeled tape. Non-labeled tapes are tapes that have been initialized with no volume id. Non-labeled tapes cannot be used with OS/400 SAVOBJ and RSTOBJ commands.
  3. A new default text is recorded in the On-line History file if the TEXT parameter of the SAVOUTQ command is left to its default value of *NONE. The new default text reads:
     "*OUTQ: Outq Lib/Outq Name 99999 Splfs processed*".

- Modified the RSTOUTQ command as follows:
  1. A new edit has been added to check for a valid RSTNDX parameter. The value specified must begin with the letter "I" followed by a 5-digit number within the valid range of 00001 and 99999. Example: I01234.

2. Added a new "Use on-line history file (USEOLHF)" parameter. The USEOLHF parameter can be used to prevent SOQ from using the On-Line History File when processing the RSTOUTQ command. This is useful when spooled files are saved on one system and restored on a different system where a conflicting record exists in the On-Line History File.
3. The command now bypasses any empty Save Files encountered while restoring from tape. Prior to this modification, the restore process would stop when an empty Save File was encountered.

- Modified the CVTOUTQ and CVTSPLF commands to always use the system reply list when responding to inquiry messages.

- Modified save and restore functions to correctly recognize and process the special values *TAPE, *DISKETTE, and *OPTICAL. This modification was necessary due to a change in command processing introduced with OS/400 V5R2.

- Enhanced support for Media Library (MLB) devices. All tape functions now recognize and use the correct volume identifier. Prior to this enhancement, under specific circumstances, the volume identifier was left at its default value of *MOUNTED.

- As with previous releases, an updated .PDF version of the *SOQ Reference Manual* is included on all SOQ CD-ROM distribution media.

WARRANTY

WorksRight Software, Inc. warrants that Save Output Queue (SOQ) will generally perform as advertised. Due care and effort have been used in the design and coding of Save Output Queue (SOQ).

The user of Save Output Queue (SOQ) bears a responsibility to use diligence and care in the use of Save Output Queue (SOQ). The user must review the results produced by Save Output Queue (SOQ) and exercise judgment as to the fitness of Save Output Queue (SOQ) for use in their business.

In the event that any error in Save Output Queue (SOQ) is discovered, WorksRight Software, Inc. will make every reasonable effort to correct the error. In any event, WorksRight Software, Inc.'s liability will be limited to the purchase price of Save Output Queue (SOQ).

INSTALLATION

The installation of SOQ should have no effect on other applications already residing on your system. This installation process will, however, optionally place thirteen new commands in the library QGPL. Whether or not each command is actually placed in the library QGPL is determined by the "action to take" specified on the SOQ Command Installation Prompt screen presented during the installation process.

The first and second commands optionally placed in the library QGPL are the **SAVOUTQ** and **SAVSPLF** commands. These commands allow you to save spool files without using the SOQ menus. When using the **SAVOUTQ** command to save spool files, various parameters may be specified to indicate the type of save and which spool files are to be saved. This command may be used in a batch environment only if SPLF(*ALL) is specified. When using the **SAVSPLF** command to save a single spool file, the spool file to be saved is identified by spool file name and spool file number, and the job name, user name, and job number of the job that created the spool file. If the spool file to be saved was created by the same job that is executing the **SAVSPLF** command, the spool file can be identified by spool file name and special values (i.e. JOB(*CURRENT) and SPLNBR(*LAST)).

The third command optionally placed in the library QGPL is the **RSTOUTQ** command. This command allows you to restore spool files without using the SOQ menus. When using this command to restore spool files, the save index name must be known. This command also allows you to limit the restore function to specific spool files based on optional parameters provided. This command may be used in a batch environment only if RSTSPLF(*ALL) is specified.

The fourth and fifth commands optionally placed in the library QGPL are the **DUPOUTQ** and **DUPSPLF** commands. These commands allow you to duplicate spool files without using the SOQ menus. When using the **DUPOUTQ** command to duplicate spool files, various parameters may be specified to limit duplication to specific spool files. This command may be used in a batch environment only if DUPSPLF(*ALL) is specified. When using the **DUPSPLF** command to duplicate a single spool file, the spool file to be duplicated is identified by spool file name and spool file number, and the job name, user name, and job number of the job that created the spool file. If the spool file to be duplicated was created by the same job that is executing the **DUPSPLF** command, the spool file can be identified by spool file name and special values (i.e. JOB(*CURRENT) and SPLNBR(*LAST)).

The sixth and seventh commands optionally placed in the library QGPL are the **DELOUTQ** and **DELSPLF** commands. These commands allow you to delete spool files without using the SOQ menus. When using the **DELOUTQ** command to delete spool files, various parameters may be specified to limit deletion to specific spool

files. This command may be used in a batch environment only if DELSPLF(*ALL) is specified. When using the **DELSPLF** command to delete a single spool file, the spool file to be deleted is identified by spool file name and spool file number, and the job name, user name, and job number of the job that created the spool file. If the spool file to be deleted was created by the same job that is executing the **DELSPLF** command, the spool file can be identified by spool file name and special values (i.e. JOB(*CURRENT) and SPLNBR(*LAST)).

The eighth and ninth commands optionally placed in the library QGPL are the **MOVOUTQ** and **MOVSPLF** commands. These commands allow you to move spool files from one output queue to another without using the SOQ menus. When using the **MOVOUTQ** command to move spool files, various parameters may be specified to determine which spool files are moved. This command may be used in a batch environment only if MOVSPLF(*ALL) is specified. When using the **MOVSPLF** command to move a single spool file, the spool file to be moved is identified by spool file name and spool file number, and the job name, user name, and job number of the job that created the spool file. If the spool file to be moved was created by the same job that is executing the **MOVSPLF** command, the spool file can be identified by spool file name and special values (i.e. JOB(*CURRENT) and SPLNBR(*LAST)).

The tenth and eleventh commands optionally placed in the library QGPL are the **CVTOUTQ** and **CVTSPLF** commands. These commands allow you to convert spool files to data files without using the SOQ menus. When using the **CVTOUTQ** command to convert spool files to data files, various parameters may be specified to determine which spool files are converted. This command may be used in a batch environment only if CVTSPLF(*ALL) is specified. When using the **CVTSPLF** command to convert a single spool file to a data file, the spool file to be converted is identified by spool file name and spool file number, and the job name, user name, and job number of the job that created the spool file. If the spool file to be converted was created by the same job that is executing the **CVTSPLF** command, the spool file can be identified by spool file name and special values (i.e. JOB(*CURRENT) and SPLNBR(*LAST)).

The twelfth command optionally placed in the library QGPL is the **PURGESOQOH** command. This command allows you to purge the SOQ On-line History File without using the SOQ menus. When using the **PURGESOQOH** command to purge the On-line History File, various parameters may be specified to determine which history records are purged. This command may be used in a batch environment. Executing this command on a regular basis via a job scheduler provides consistent and automatic purging of the SOQ On-line History file.

The thirteenth command optionally placed in the library QGPL is the **SOQ** command. This command provides direct access to any of the four SOQ menus from any command entry display. The **SOQ** command uses a single (optional) parameter to determine which menu is displayed. Typing the **SOQ** command by itself and pressing ENTER will cause the SOQ Archival Menu to be displayed. Typing the **SOQ** command with the following MENU parameter values will cause the associated menu to be displayed:

- **SOQ** MENU(*ARC) - The SOQ Archival Menu is displayed
- **SOQ** MENU(*CS)- The SOQ COLD Storage Menu is displayed
- **SOQ** MENU(*MF) - The SOQ Microfiche Menu is displayed
- **SOQ** MENU(*SYS) - The SOQ System Maintenance Menu is displayed

Step by step installation instructions begin here

Whether you are currently using an older version of SOQ or you are installing SOQ for the first time, these instructions will step you through loading this release of SOQ. To install SOQ, sign on at any workstation as a user with both *ALLOBJ and *SECADM special authorities and follow the installation steps below using your CD-ROM device name.

1. If an older release of Save Output Queue is already installed on your AS/400, be sure that no one is using Save Output Queue.

2. Load the Save Output Queue CD-ROM.

3. At a command entry display, enter the following command:
   LODRUN DEV(device name)
   ...and press **ENTER**.

4. After a few moments, the Program License Agreement will be displayed. After reviewing the Program License Agreement, press F14 to accept the agreement. This is a one-time requirement. When loading future SOQ updates, you will not be asked to accept the agreement again unless the terms of the agreement change.

   Note: If you do not accept the license agreement by pressing F14, the installation process will not continue.

5. After accepting the Program License Agreement, the SOQ Command Installation Prompt screen will be displayed. This screen allows you to indicate which SOQ commands, if any, should be placed in the QGPL library during installation. Placing SOQ commands in QGPL allows users to access the SOQ commands without having to qualify the commands with the SOQ library name.

6. Upon exiting the SOQ Command Installation Prompt screen, you will be prompted for your 17-digit security code.

   Note: If you are upgrading from release 8.*xx* to release 8.*xx*, you will not be prompted for a new security code. Your existing security code will be used.

7. After keying your 17-digit security code and pressing **ENTER**, the SOQ Installation/Upgrade Confirmation screen will be displayed. This screen confirms the completion of the installation/upgrade process and provides status information relating to the 17-digit security code entered.

8. Upon exiting the SOQ Installation/Upgrade Confirmation screen, the SOQ System Maintenance Menu will appear. SOQ is now installed and ready for use. The first thing you should do is use option 01 to check the SOQ system defaults. If you were previously using release 3.*xx*, 4.*xx*, 5.*xx*, 6.*xx*, 7.*xx* or 8.*xx*, all SOQ system defaults should have been carried forward to the new release. All entries from your previous release's master index/history file should have also been carried forward and placed in the new SOQ history file.

9. If you were previously using SOQ release 3.*xx*, 4.*xx*, 5.*xx*, 6.*xx*, 7.*xx* or 8.*xx*, you can delete the old release when you are satisfied that the new release of SOQ is working properly.

   To delete the old release, sign on at any workstation as a user with both *ALLOBJ and *SECADM special authorities and enter the following command:

   DLTLIB LIB(SOQOLD)
   ...and press **ENTER**.

10. If you were previously using SOQ release 1.*xx* or 2.*xx*, you should leave the old release on your system as long as you have a need to restore spool files that were saved using the older release. SOQ release 8.*xx* will not restore spool files saved using release 1.*xx* or 2.*xx*. After upgrading, SOQ release 1.*xx* and 2.*xx* commands may be accessed by qualifying them with the SOQ#LIB library name.

    The following are examples of how each command would be entered:

    SOQ#LIB/SAVOUTQ

    SOQ#LIB/RSTOUTQ

    SOQ#LIB/SOQ

    Once you decide that you no longer need SOQ release 1.*xx* or 2.*xx* for restoring old saves, you can delete the old release.

    To delete the old release, sign on at any workstation as a user with both *ALLOBJ and *SECADM special authorities and enter the following command:

    DLTLIB LIB(SOQ#LIB)
    ...and press **ENTER**.

REMOVING SOQ FROM YOUR SYSTEM

To uninstall SOQ, sign on at any workstation as a user with both *ALLOBJ and *SECADM special authorities and follow the steps below.

1. At a command entry display, enter the following command:

   CALL PGM(SOQLIB/SOQUNINSTL)
   ...and press **ENTER**.

2. After a few moments, the SOQ Command Removal Prompt screen will be displayed. This screen allows you to indicate which SOQ commands, if any, should be deleted from the QGPL library during the removal process. The purpose if this screen is to prevent the un-install program from deleting other third party commands from QGPL that happen to have the same name as an SOQ command.

3. After confirming the actions to be taken on the SOQ Command Removal Prompt screen, enter the following command:

   DLTLIB LIB(SOQLIB)
   ...and press **ENTER**.

SOQ and all objects associated with it are now completely removed from your system. This uninstall procedure was written to insure that no files or other objects are left on your system after using SOQ.

OS/400 REQUIREMENTS

This release of SOQ works with OS/400 Versions V4R1M0 and higher.

OS/400 version V4R2M0 or higher is required if you intend to save spool files to a direct-attached, write-capable optical device.

SECURITY

There are three SOQ programs that adopt security officer authority. These programs are SOR020, SOR080 and SOR090. It is necessary for these programs to adopt authority so that they can access the IBM-supplied API's used to read and write directly from and to spool files.

If you do not wish for ANY authorities to be adopted, you can use the **CHGPGM** command to change the three programs named above to USRPRF(*USER). If this is done, however, you must also make sure that any user using SOQ has *USE authority to the following programs:

1. QSYS/QUSRSPLA
2. QSYS/QUSCRTUS
3. QSYS/QSPOPNSP
4. QSYS/QSPGETSP
5. QSYS/QSPCLOSP
6. QSYS/QUSRTVUS
7. QSYS/QUSCHGUS
8. QSYS/QSPCRTSP
9. QSYS/QSPPUTSP

Except for the three programs named above (SOR020, SOR080 and SOR090), all SOQ programs operate with the user's authority. By not adopting authorities, SOQ programs observe all security features in effect on your system.

GETTING STARTED USING SOQ

The following instructions were written to help you get started using SOQ as quickly as possible. Each of SOQ's eight functions is discussed. The following instructions assume that you have completed the installation process and have set your SOQ system defaults to meet your needs. If you have not installed this release of SOQ, you should do so before continuing.

Using SOQ To Archive Spool Files

To archive spool files using SOQ, follow the steps outlined below:

1. Get to the SOQ Archival Menu. This can be accomplished by entering the command **SOQ** at any command entry display and pressing **ENTER**.

2. Initialize the tape, diskette, or optical media to be used. This step is not required if your tape, diskette, or optical media is already initialized in a *SAVRST format with a standard label or if you are archiving spool files to a save file. See the "Initialize Save/Restore Media" section of this manual for details.

3. Select option 01 or 02 from the SOQ Archival Menu. Option 01 will save all spool files on your system that meet all of the criteria specified. Option 02 will only list for your selection all spool files on your system that meet all of the criteria specified.

4. Enter or modify all desired parameters for the **SAVOUTQ** command and press **ENTER**. For a definition of each parameter see the "Save Spool Files" section of this manual.

5. If option 02 was used in step 3, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be archived with an option "1."

All spool files meeting the criteria specified on the **SAVOUTQ** prompt screen (and selected if menu option 02 was used) will be saved. Review the Spool Files Saved report to verify that spool files were saved successfully.

The steps above outline the process of archiving spool files using the SOQ Archival Menu. Spool files may also be archived by executing the **SAVOUTQ** and

SAVSPLF commands directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

Using SOQ To Restore Spool Files

To restore spool files that have been archived using SOQ, follow the steps outlined below:

1. Get to the SOQ Archival Menu. This can be accomplished by entering the command **SOQ** at any command entry display and pressing **ENTER**.

2. Select option 03 or 04 from the SOQ Archival Menu. Option 03 will restore all spool files archived that meet all of the restore criteria specified. Option 04 will only list for your selection all spool files archived that meet all of the restore criteria specified.

3. Select the appropriate archive from the list and press **ENTER**.

4. Enter or modify the restore criteria to be used and press **ENTER**. If option 03 was selected in step 2, you may press **F6** while on this screen to submit the restore function to batch.

5. If option 04 was used in step 2, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be restored with an option "1."

All spool files meeting the restore criteria specified in step 4 (and selected if menu option 04 was used) will be restored. Review the Spool Files Restored report to verify that spool files were restored successfully.

The steps above outline the process of restoring spool files using the SOQ Archival Menu. Spool files may also be restored by executing the **RSTOUTQ** command directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

Using SOQ To Pass Spool Files To Your COLD Storage Solution

To pass spool files to your COLD storage solution, follow the steps outlined below:

1. Get to the SOQ COLD Storage Menu. This can be accomplished by entering the command **SOQ** MENU(*CS) at any command entry display and pressing **ENTER**.

2. Be sure that you have indicated which SOQ COLD Storage system interface is to be used. This can be accomplished by using option 01 on the SOQ System Maintenance Menu. For more information, see the "Change System Defaults" section of this manual.

3. Select option 01 or 02 from the SOQ COLD Storage Menu. Option 01 will pass to your COLD storage solution all spool files on your system that meet all of the criteria specified. Option 02 will only list for your selection all spool files on your system that meet all of the criteria specified.

4. Enter or modify all desired parameters for the **SAVOUTQ** command and press **ENTER**. For a definition of each parameter see the "Save Spool Files" section of this manual.

5. If option 02 was used in step 3, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be passed to your COLD storage solution with an option "1."

All spool files meeting the criteria specified on the **SAVOUTQ** prompt screen (and selected if menu option 02 was used) will be passed to your COLD storage solution. Review the "Spool Files Passed To COLD Storage System" report to verify that spool files were processed successfully.

The steps above outline the process of passing spool files to your COLD storage solution using the SOQ COLD Storage Menu. Spool files may also be passed to your COLD storage solution by executing the **SAVOUTQ** and **SAVSPLF** commands directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

Using SOQ To Prepare Spool Files For Microfiche

To prepare spool files for microfiche using SOQ, follow the steps outlined below:

1. Get to the SOQ Microfiche Menu. This can be accomplished by entering the command **SOQ** MENU(*MF) at any command entry display and pressing **ENTER**.

2. Be sure that a microfiche master record exists for each of spool file that is to be prepared for microfiche. This can be accomplished by using option 02 on the SOQ System Maintenance Menu. Each spool file's user data must match a microfiche master record before it may be prepared for microfiche. For more information, see the "Maintain Microfiche Master File" section of this manual.

3. Initialize the tape or diskette to be used. See the "Initialize Save/Restore Media" section of this manual for details.

4. Select option 01 or 02 from the SOQ Microfiche Menu. Option 01 will prepare for microfiche all spool files on your system that meet all of the criteria specified. Option 02 will only list for your selection all spool files on your system that meet all of the criteria specified.

5. Enter or modify all desired parameters for the **SAVOUTQ** command and press **ENTER**. For a definition of each parameter see the "Save Spool Files" section of this manual.

6. If option 02 was used in step 4, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be prepared for microfiche with an option "1."

All spool files meeting the criteria specified on the **SAVOUTQ** prompt screen (and selected if menu option 02 was used) will be prepared for microfiche. Review the Spool Files Prepared For Microfiche report to verify that spool files were processed successfully.

SOQ uses ANSI first-character forms-control (FCFC) codes to communicate report spacing information to your COM laboratory. If your COM laboratory is not familiar with these codes, the table below may be useful.

Code	Action before printing	Code	Action before printing
' '	Space one line	'5'	Skip to next channel 05
'0'	Space two lines	'6'	Skip to next channel 06
'-'	Space three lines	'7'	Skip to next channel 07
'+'	Suppress space	'8'	Skip to next channel 08
'1'	Skip to next channel 01	'9'	Skip to next channel 09
'2'	Skip to next channel 02	'A'	Skip to next channel 10
'3'	Skip to next channel 03	'B'	Skip to next channel 11
'4'	Skip to next channel 04	'C'	Skip to next channel 12

As the name implies, an FCFC code will be the first character of each record placed in the tape/diskette file. Note that FCFC codes indicate action to be taken before the line is printed.

The steps above outline the process of preparing spool files for microfiche using the SOQ Microfiche Menu. Spool files may also be prepared for microfiche by executing the **SAVOUTQ** and **SAVSPLF** commands directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

Using SOQ To Duplicate Spool Files

To duplicate spool files using SOQ, follow the steps outlined below:

1. Get to the SOQ Archival Menu. This can be accomplished by entering the command **SOQ** at any command entry display and pressing **ENTER**.

2. Select option 09 or 10 from the SOQ Archival Menu. Option 09 will duplicate all spool files on your system that meet all of the criteria specified. Option 10 will only list for your selection all spool files on your system that meet all of the criteria specified.

3. Enter or modify all desired parameters for the **DUPOUTQ** command and press **ENTER**. For a definition of each parameter see the "Duplicate Spool Files" section of this manual.

4. If option 10 was used in step 2, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be duplicated with an option "1."

All spool files meeting the criteria specified on the **DUPOUTQ** prompt screen (and selected if menu option 10 was used) will be duplicated. Review the Spool Files Duplicated report to verify that spool files were duplicated successfully.

The steps above outline the process of duplicating spool files using the SOQ Archival Menu. Spool files may also be duplicated by using options 07 and 08 on the SOQ Microfiche Menu, by using options 07 and 08 on the SOQ COLD Storage Menu, and by executing the **DUPOUTQ** and **DUPSPLF** commands directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

Using SOQ To Delete Spool Files

To delete spool files using SOQ, follow the steps outlined below:

1. Get to the SOQ Archival Menu. This can be accomplished by entering the command **SOQ** at any command entry display and pressing **ENTER**.

2. Select option 07 or 08 from the SOQ Archival Menu. Option 07 will delete all spool files on your system that meet all of the criteria specified. Option 08 will only list for your selection all spool files on your system that meet all of the criteria specified.

3. Enter or modify all desired parameters for the **DELOUTQ** command and press **ENTER**. For a definition of each parameter see the "Delete Spool Files" section of this manual.

4. If option 08 was used in step 2, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be deleted with an option "1."

All spool files meeting the criteria specified on the **DELOUTQ** prompt screen (and selected if menu option 08 was used) will be deleted. Review the Spool Files Deleted report to verify that spool files were deleted successfully.

The steps above outline the process of deleting spool files using the SOQ Archival Menu. Spool files may also be deleted by using options 05 and 06 on the SOQ Microfiche Menu, by using options 05 and 06 on the SOQ COLD Storage Menu, and by executing the **DELOUTQ** and **DELSPLF** commands directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

Using SOQ To Move Spool Files

To move spool files from one output queue to another using SOQ, follow the steps outlined below:

1. Get to the SOQ Archival Menu. This can be accomplished by entering the command **SOQ** at any command entry display and pressing **ENTER**.

2. Select option 11 or 12 from the SOQ Archival Menu. Option 11 will move all spool files on your system that meet all of the criteria specified. Option 12 will only list for your selection all spool files on your system that meet all of the criteria specified.

3. Enter or modify all desired parameters for the **MOVOUTQ** command and press **ENTER**. For a definition of each parameter see the "Move Spool Files" section of this manual.

4. If option 12 was used in step 2, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be moved with an option "1."

All spool files meeting the criteria specified on the **MOVOUTQ** prompt screen (and selected if menu option 12 was used) will be moved to the specified output queue. Review the Spool Files Moved report to verify that spool files were moved successfully.

The steps above outline the process of moving spool files using the SOQ Archival Menu. Spool files may also be moved by using options 09 and 10 on the SOQ Microfiche Menu, by using options 09 and 10 on the SOQ COLD Storage Menu, and by executing the **MOVOUTQ** and **MOVSPLF** commands directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

Using SOQ To Convert Spool Files To Data Files

To convert spool files to data files using SOQ, follow the steps outlined below:

1. Get to the SOQ Archival Menu. This can be accomplished by entering the command **SOQ** at any command entry display and pressing **ENTER**.

2. Select option 05 or 06 from the SOQ Archival Menu. Option 05 will convert all spool files on your system that meet all of the criteria specified. Option 06 will only list for your selection all spool files on your system that meet all of the criteria specified.

3. Enter or modify all desired parameters for the **CVTOUTQ** command and press **ENTER**. For a definition of each parameter see the "Convert Spool Files" section of this manual.

4. If option 06 was used in step 2, a list of spool files will be presented for you to select from. Follow the instructions shown on the screen and select each spool file to be converted with an option "1."

All spool files meeting the criteria specified on the **CVTOUTQ** prompt screen (and selected if menu option 06 was used) will be converted to a data file and placed in the library or IFS directory specified. Review the Spool Files Converted report to verify that spool files were converted successfully.

The steps above outline the process of converting spool files using the SOQ Archival Menu. Spool files may also be converted by using options 03 and 04 on the SOQ Microfiche Menu, by using options 03 and 04 on the SOQ COLD Storage Menu, and by executing the **CVTOUTQ** and **CVTSPLF** commands directly from any command entry screen. See the "SOQ Commands" section of this manual for more information.

CUSTOMER SUPPORT

Live customer support is available during our normal office hours of 8:00am to 5:00pm (CST), Monday through Friday, with the exception of major holidays. Support contact information is shown below.

Support Contact Information	
Voice:	(601) 856-8337
Fax:	(601) 856-9432
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Notes

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