Lab for
iSeries Access for Web
Messages, Files, Command,
Print, Jobs

SL21

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Lab Objective

In this lab you will learn how to use some of the features available in the iSeries Access for Web print, messages, files, jobs and command functions.

Before starting the lab exercises, make sure you have read the **Lab Instructions** document. Information contained in that document will be used in the lab task contained in this document.

Good luck with the lab exercises!

Please raise your hand if you have questions!

Lab 1: Using Messages

Introduction

iSeries Access for Web provides support for accessing message queues on an iSeries server. The Messages function is accessed through the **Messages** tab on the iSeries Access for Web navigation bar.

By clicking on the Messages tab, an overview of the tasks you can perform using these functions is shown in the iSeries Access for Web content pane. To view the overview open a web browser and enter the *iSeries Access for Web Main URL* from the lab worksheet and then click on the **Messages** tab.

This lab takes you step-by-step through the various functions available in iSeries Access for Web Messages, including working with messages and message queues.

Task 1: Working with messages

This task shows you how to use Messages functions of iSeries Access for Web to view, send, and delete messages from a message queue on the iSeries system. Delete operations can be performed on a message by message basis or on a queue basis.

1. If you currently have a browser open and it is displaying an iSeries Access for Web page that includes the navigation bar; you may skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the *iSeries Access for Web Main URL* from the lab worksheet in the Lab Instructions document. Sign on to the iSeries using the *iSeries User ID* and *iSeries Password* values from the lab worksheet.
2. Click on the **Messages** tab on the navigation bar located on the left side of your browser window.
3. Click the **Display messages** link to display the contents of your message queue. If you have more messages than the default number of messages per page (25), the message list is broken up into pages that can be accessed through the navigation arrows above and below the message list.
4. Click the **Delete** link in the Action column for the message named "Test Message". The message will get deleted and the message listing will be updated to reflect the delete. Notice the message named "Test Message" is not displayed in the updated list.
5. Click the **Send Message** link on the **Messages** navigation tab. The Send Message form is displayed.
6. Enter the iSeries User ID you logged on as in the "To users" text box. Click on the **Add...** button next to the "To users" text box. The "Add Users" wizard displays a list

of the users on the system. To add one of the users on the system to the "To users" text box, simply highlight the user's id and click **OK**. We will not use the wizard to send a message to another user, click **Cancel** to go back to the "Send Message" form. The same methods are used to send a message to a message queue rather than a user id.
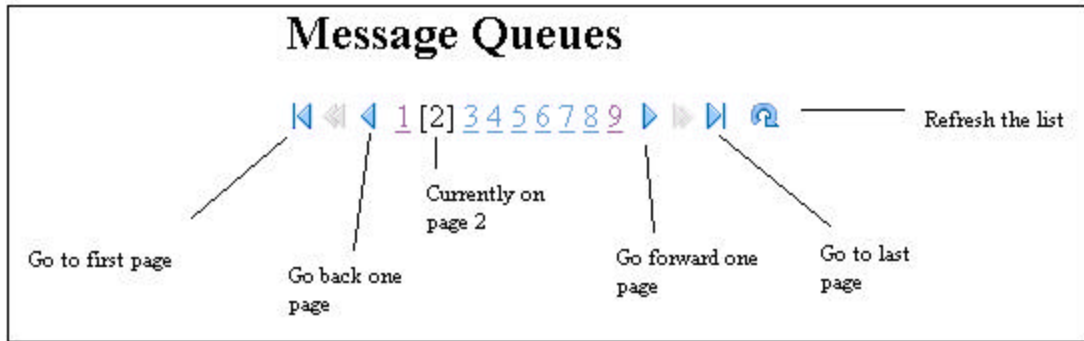
7. Select the **Informational** radio button for the message type. Informational messages do not require a reply, Inquiry type messages require a reply.
8. Type **Test Message** in the message text box.
9. Click the **Send** button. A confirmation screen is displayed after your message is sent.
10. Click the **Display Messages** link on the **Messages** navigation tab. The message you just sent will be displayed in your message list because you sent it to yourself.

Task 2: Working with message queues

iSeries Access for Web allows you to access all of the message queues on the iSeries. This function is available via the **Message queues** item on the **Messages** tab. A user can also create a new message queue from the Message queues display.

1. Click on the **Message queues** link on the **Messages** tab. A list of all the message queues on the iSeries is displayed. The listing displays the list in the format Library name/Queue name.
2. Scroll down and click the **Create Message Queue** link at the bottom of the message queue listing.
3. Type **TESTxx** (where xx is your team number) in the Message queue field. This will be the name of your new message queue.
4. Type **WAxxLIB** (where xx is your team number) in the Library field. This will be the library for the new queue.
5. Click the **Run command** button on the Create Message Queue panel to create the new message queue.
6. After the new message queue is created the message queue listing is displayed. Your new message queue is in the list but you may have to page through the listing to find your new message queue.

   Use the navigation links at the top/bottom of the panel to page through the list looking for message queue **WAxxLIB/TESTxx** (see example below).

7. Click the name of your new message queue to view its contents.
8. Your new message queue is empty (it contains no messages). You can send a message to this queue using the same process as described in Task 1 above. We will not do this now.
9. Click the **Message queues** link on the **Messages** navigation tab and find your new message queue once again.
10. Click the **Delete** link in the action column for your message queue. A confirmation dialog is displayed, click the **Run command** button. After deleting the message queue, the message queue listing is displayed. Notice your new message queue is no longer in the listing.

Task 3: Displaying Operator Messages

iSeries Access for Web allows you to quickly access messages for the system operator message queue (QSYSOPR) on the iSeries.

This function is available via the **Operator Messages** item on the **Messages** tab. To view the messages for the system operator and to learn how to add a bookmark to them, follow the steps below.

1. Click on the **Operator Messages** link on the **Messages** tab. A list of all the QSYSOPR messages is displayed.
2. Operator messages are often used when doing system diagnostics and error tracking and recovery. You can quickly access operator messages by having a bookmark or a desktop shortcut. Add a bookmark in your browser session now.
3. Close the browser.
4. Open the browser and select the bookmark you just added. You will be prompted to enter the User ID and Password from you worksheet.
5. The QSYSOPR messages will be displayed.

Lab 2: Using Files

Introduction

iSeries Access for Web provides support for accessing the integrated file system on an iSeries server. File functionality is accessed through the **File** tab on the iSeries Access for Web navigation bar.

By clicking on the File tab, an overview of the tasks you can perform using these functions is shown in the iSeries access for Web content pane. To view the overview open a web browser and enter the *iSeries Access for Web Main URL* from the lab worksheet and then click on the *Files* tab.

This lab takes you step-by-step through the various functions available in iSeries Access for Web file, including navigating through the iSeries integrated file system, and browsing, downloading, or uploading files.

You can also display and browse the NetServer File Shares on the iSeries server.

Task 1: Navigating the iSeries integrated file system (IFS)

This task shows you how to use the Browse File function of iSeries Access for Web to view files in the iSeries integrated file system.

1. If you currently have a browser open and it is displaying an iSeries Access for Web page that includes the navigation bar; you may skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the *iSeries Access for Web Main URL* from the lab worksheet. Sign on to the iSeries using the *iSeries User ID* and *iSeries Password* values from the lab worksheet.
2. Click on the **Files** navigation tab on the left side of your browser window.
3. Click the **Browse files** function to display the contents of the your initial directory in a new browser window.
4. Find the *walab* directory listed in the tree view (left-hand) pane. Click on the triangle graphic to the left of the directory name. This will expand the directory, showing the files and subdirectories it contains. Click on the triangle to the left of the *file* directory and click on the *download* subdirectory. This will display the contents of the *walab/file/download/* directory in the list (right-hand) pane.
5. You will start here in the next task.

Task 2: Display and copy files from the server

iSeries Access for Web allows you to display a file from your iSeries integrated file system in your browser or a registered plug-in. The browser will determine how to display the file contents based on it's settings for the type of file selected.

1. In the **walab/file/download** directory, click on the *Bungy_fishing.mpeg* file, notice that the browser will use the application that is registered for the file content type that is registered for the extension *.mpeg*. (You may be prompted to enter your user id and password again)
2. Close the application. Now click on the *USSStennis.jpg* file, notice that it displays right in the browser window.
3. Now click on the *READMEGT.TXT* file.

Task 3: Copy files to server

iSeries Access for Web allows you to copy a file from your workstation into the directory that is currently being displayed.

1. Click on the <u>**file**</u> portion of the **Directory Contents** heading at the top of the page.
2. Click on the *Upload* directory.
3. Click on your iSeries team directory *waxxdir*, where xx is your team number.
4. Go to the bottom of the list pane by either scrolling or using the **Copy Files to Server** link near the top of the page.
5. Click on the **Browse** button and navigate to the *C:\WALab\Upload* directory on your workstation.
6. Click the *sonicboom.jpg* file.
7. Click on the **Open** button to select the file.
8. If the file exists in your iSeries directory, check the **Replace file** checkbox below the file name.
9. Click the **Copy File** button. Notice that *sonicboom.jpg* appears on the page.
10. Click on the file name to view the picture.
11. Close the browser window.

Task 4: Listing NetServer File Shares

This task will show you the NetServer file shares that are defined on the iSeries server. When you access file shares, notice the **User Count** and **Permission** column headings. The **User Count** column shows the number of users that are actually signed on, or attached, to the share and the **Permission** column tells whether the share is read only or read / write.

1. Click on the **Files** navigation tab on the left side of your browser window.
2. Click the **File Shares** function to display the NetServer file shares defined on this iSeries server.

3. Find the *walab***RO** share name and click on it. This will open a new browser window displaying the contents of the NetServer file share.
4. Notice the subdirectories under this share point are listed in the tree view (left-hand) pane. Click on the triangle to the left of the *file* directory and click on the *download* subdirectory. This will display the contents of the *walabRO/file/download* directory in the list (right-hand) pane.
5. Click the *USSStennis.jpg* file. Close the window displaying the image.

Task 5 (Optional): Accessing Read/Write File Shares

This task will show you the NetServer file shares that are defined on the iSeries server.

1. Click on the **File** navigation tab on the left side of your browser window.
2. Click the **File Shares** function to display the NetServer file shares defined on this iSeries server.
3. Find the *walab***RW** share name and click on it. This will open a new browser window displaying the contents of the NetServer file share. This share has read/write access.
4. Notice the subdirectories under this share point are listed in the tree view (left-hand) pane. Click on the triangle to the left of the *file* directory and click on the *upload* subdirectory. This will display the contents of the *walabRW/file/upload* directory in the list (right-hand) pane.
5. Note that there are links at the top of the right pane that allow you to copy files to the server and create directories on the server.
6. You will start here in the next task.

Task 6 (Optional): Copy files to a Netserver Share

iSeries Access for Web allows you to copy a file from your workstation into the share directory that is currently being displayed.

1. Click on **file** in the **Directory Contents** heading at the top of the page.
2. Click on the *Upload* directory.
3. Click on your iSeries team directory name (*waxxdir*).
4. Go to the bottom of the list pane by either scrolling or using the **Copy Files to Server** link near the top of the page.
5. Click on the **Browse** button and navigate to the *C:\WALab\Upload* directory.
6. Click the *sonic.mpeg* file.
7. Click on the **Open** button to select the file.
8. If the file exists in your iSeries directory, check the **Replace file** checkbox below the file name.
9. Click the **Copy File** button. Notice that *sonic.mpeg* appears on the page.
10. Close the browser window displaying the contents of the share.

Task 7 (Optional): Accessing a Read Only file share

iSeries Access for Web allows you to copy a file from your workstation into the share directory that is currently being displayed.

1. Repeat Task 5 but select the walabRO file share. **walabRO** is a Read Only file share.
2. When you reach Step 5 of Task 5 you will notice there are no links at the top of the right pane that allow you to copy files to the server and create directories on the server.
3. The Read Only attribute on the file share disables the options to write to the file share.

Lab 3: Using Command

Introduction

iSeries Access for Web provides support for prompting and running batch commands on an iSeries server.

Interactive commands can also be prompted and run, but their usefulness is limited since only success or failure will be shown. If *PRINT is specified for the output of an interactive command, you can run an interactive command and view the output using the iSeries Access for Web Print function.

Command functionality is accessed through the **Command** tab on the iSeries Access for Web navigation bar.

This lab will show you the functions provided by iSeries Access for Web Command.

Task 1: Prompting and running an iSeries batch command

1. If you currently have a browser open and it is displaying an iSeries Access for Web page that includes the navigation bar; you may skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the *iSeries Access for Web Main URL* from the lab worksheet. Sign on to the iSeries using the *iSeries User ID* and *iSeries Password* values from the lab worksheet.
2. Click on the **Command** navigation tab on the left side of your browser window.
3. Click the **Run command** function to display the run command panel.
4. Type **chgusrprf WAxx**, where xx your team number.
5. Select the **Prompt** button.
6. The basic parameters for CHGUSRPRF will now be shown. Since the user profile was specified in step #4, the Command function has automatically entered the user profile value in the correct field.
7. To see the advanced parameters, select the **Advanced** button.
8. To get field level help for a parameter, select the **?** icon next to the parameter. This will bring up a new window and display the help. If you leave the help window up, and select help for another parameter of the same command, the help will be repositioned in the "help" window.
9. Find the **Text 'description'** field, and type a new description for your user profile.
10. Select the **Run command** button.
11. When the command completes, the command you ran was been added to the list of **Previous commands** at the bottom of the browser window.

At this point, the list of Previous commands is just a list of command that has been run while this browser session has been active. If there is a command that needs to be run repeatedly, it should be saved in a list that is saved across browser sessions.

Saving the command will make it available the next time you open a browser session to iSeries Access for Web.

12. Click the **Save** button to save the command. In the Name field, type **Change waxx user profile**. Click the **Save** button. The command has now been saved into the list of **My commands** and will be available for future browser sessions.

Task 2: Prompting and running an iSeries interactive command, and viewing output

1. Click on the **Command** navigation tab on the left side of your browser window.
2. Click the **Run command** function to display the run command panel.
3. Type **dspusrprf WAxx**, where xx is your team number.
4. Select the **Prompt** button.
5. In the **Output** drop down list, select ***PRINT**.
6. Select the **Run command** button. If this was a command that may take minutes or hours to complete, we may want to select **Submit batch job** to have the command run in the background. Selecting the **Run command** button will wait for the command to complete.
7. Note: If the command completed successfully, we created a new spooled file for the current user. To see this spooled file, we need to use the Print function.
8. Click the **Print** navigation tab on the left side of your browser window.
9. Click the **Printer output** item.
10. At the bottom of the list of spooled files, look for a file named **QPUSRPRF**.
11. Select to preview the spooled file as **GIF, TIFF, PCL, or AFP Viewer.**

Task 3: Using the "My Folder" option for status output

1. Click on the **Command** navigation tab on the left side of your browser window.
2. Click the **Run command** function to display the run command panel.
3. Type **dspusrprf WAxx**, where xx is your team number.
4. In the Output field, select **My folder**.
5. Select the **Prompt** button for the Command field.
6. In the **Output** drop down list, select ***PRINT**.
7. Select the **Run command** button.
8. In the upper left of the window, select the **My Folder** link.

9. There should be an new, unopened item. Select the **Open** link to view it's contents. The content of file should state the command you ran and that is completed successfully.

10. Note: If the command ran successfully, we created a new spooled file for the current user. To see this spooled file, we need to use the Print function.
11. Click the **Print** navigation tab on the left side of your browser window.
12. Click the **Printer output** item.
13. At the bottom of the list of spooled files, look for a file named **QPUSRPRF**.
14. Select to preview the spooled file as **GIF, TIFF, PCL, or AFP Viewer.**

Task 4: Using the command search function

1. Click on the **Command** navigation tab on the left side of your browser window.
2. Click the **Search** function to display the Search for Commands panel.
3. Type **wrk*** in the Command field.
4. Select the **Search** button.
5. A listing of all the commands starting with WRK will be listed.
6. Type ***act*** in the Command field.
7. Select the **Search** button.
8. A listing of all the commands with ACT in them will be listed.
9. Type ***job** in the Command field.
10. Select the **Search** button.
11. A listing of all the commands ending in JOB will be listed.
12. Type **user profile** in the Command field.
13. Select the **Search by: text description** radio button.
14. Select the Search button.
15. A listing of all the commands that have a text description containing "user profile" will be listed. (Text description searches are based on the translated languages installed on the system)

Lab 4: Using Print

Introduction

iSeries Access for Web provides support for accessing print related objects on an iSeries server. Print related functionality is accessed through the **Print** tab on the iSeries Access for Web navigation bar.

By clicking on the Print tab, an overview of the tasks you can perform using these functions is shown in the iSeries Access for Web content pane. To view the overview open a web browser and enter the *iSeries Access for Web Main* URL from the lab worksheet and then click on the **Print** tab.

This lab takes you step-by-step through three of the common activities you might perform using iSeries Access for Web Print.

Task 1: Listing the spooled files located on an iSeries output queue that is not linked to a printer device

This task shows you how to use the output queue function of iSeries Access for Web to display the spooled files that exist on a non-printer device output queue. It uses the output queue named "WebQueue" in a library named "WebLib". Follow these steps to perform this task:

1. If you currently have a browser open and it is displaying an iSeries Access for Web page that includes the navigation bar; skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the *iSeries Access for Web Main URL* from the lab worksheet in the Lab Instructions package. Sign on to the iSeries using the *iSeries User ID* and *iSeries Password* values from the lab worksheet.
2. Click on the **Customize** navigation tab on the left side of your browser window, then click on **Preferences** and then click on **Print**.
3. Change the **"Output queue library filter"** preference to "**Use all user libraries**", change the Action column to **"Apply setting to profile",** and then click **OK**.
4. Click on the **Print** tab on the navigation bar located on the left side of your browser window and then click on the **Output Queues** link**.**
5. Find the output queue named "WEBLIB/WEBQUEUE" and click on the queue name to see a list of the spooled files that are available on the queue.
6. To view any of the output on this output queue, scroll over to the *Preview* column and click on **GIF**. The printer output will display as a GIF image in your browser window.

Task 2: Work with the printer device associated with a Printer Share

This task shows you how to use the Printer Shares function of iSeries Access for Web to work with the printer device associated with the printer share. Follow these steps to perform this task:

1. Click on the **Print** tab on the navigation bar located on the left side of your browser window and then click on the **Printer Shares** link**.**
2. Find the Printer Share named "WEBSHARE" and then click on the share name to work with the printer device.
3. Click on the output queue name to work with the spooled files that exist on the associated output queue.
4. Browse through the output listed for this shared printer.

Task 3: Viewing a spooled file with the AFP Viewer from Internet Explorer

This task shows you how to use the Printer Output function of iSeries Access for Web to view the contents of an AFP or SCS spooled file located on an iSeries output queue. Before you attempt to view an AFP file for the first time you will need to setup your browser to properly handle AFP output. You must also have the AFP Viewer installed on your workstation. The steps below are Windows 2000 specific, other versions of Windows may require a different setup procedure. Follow these steps to enable the AFP Viewer from Internet Explorer:

1. Double click My Computer on your desktop.
2. Select "Tools", then "Folder Options", click on the "File Types" tab and then click "New" .
3. On the "Create New Extension" panel in the "File Extension" field, enter **afp**.
4. Click OK.
5. A new registered file type **"**AFP" will be listed under registered file types. Select this new entry by clicking on it.
6. Click the "Change..." button to display the "Open With" panel.
7. Click the "Other..." button to display a second "Open With..." panel.
8. Use this panel to locate the AFP Viewer program "ftdwinvw.exe". It should be located at: **"c:\program files\IBM\Client Access\Afpviewr\ftdwinvw.exe".** Click "Open" to use this program to view AFP data. Click "OK" on the "Open With" panel to complete the process.
9. Now you'll setup Internet Explorer to view SCS output.
10. Click "New" on the File Types panel to add SCS as a new registered extension.
11. Enter **scs** in the File Extension field of the "Create New Extension" panel.
12. A new registered file type **"**SCS" will be listed under registered file types. Select this new entry by clicking on it.

13. Click the "Change..." button to display the "Open With" panel.
14. Select **AFP Workbench Viewer** from the program list. It should be near the top of the list. Click **OK.**
15. Click **Close** to close the Folder Options panel.
16. Repeat task 1 above to get a list of spooled files which exist on an output queue.
17. Instead of GIF, click on the **AFP Viewer** link under the **Preview** column of a spooled file you would like to view.
18. If prompted to either save the output or open the file from its current location, choose to **open the file from its current location**. Click **OK**.
19. On the "Open With" panel choose to open the file with **AFP Workbench Viewer**.
20. Click **OK** to view the output.
21. Close the AFP Workbench Viewer and continue to the next lab.

Task 4: Viewing a spooled file as PDF output

This task shows you how to use the Printer Output function of iSeries Access for Web to view the contents of a spooled file located on an iSeries output queue.

In V5R2 iSeries Access for Web, the option to view output in the PDF format was added.

iSeries Access for Web can render 2 types of PDF output:
- When the IBM software product IBM Infoprint Server (5722-IP1) is installed on the iSeries server, iSeries Access for Web will use it to generate the PDF output. PDF output generated using the IBM Infoprint Server will be a higher quality document. You can do things like search through the text output for a specific string.
- When IBM Infoprint Server is not installed on the iSeries server, iSeries Access for Web will imbed a page image for each page of the output into a PDF document. This output is not as functional as that generated using the IBM Infoprint Server product. Since each page is an image, you can not perform text searches on this output.

1. Repeat **Task 1** but this time select the link to view the output in PDF format. When prompted for PDF output settings, leave the defaults as displayed and click **OK**.

Lab 5: Using Jobs

Introduction

iSeries Access for Web allows you to access jobs on the iSeries for either the user job list or the server job list.

Job functions are accessed through the Jobs tab on the iSeries Access for Web navigation bar.

Task 1: Jobs

This task will display a list of user jobs that belong to the signed on user. By default, the user job list will contain active jobs and queued jobs.

From the displayed list, you have the option of performing several different actions on the individual jobs.

1. If you currently have a browser open and it is displaying an iSeries Access for Web page that includes the navigation bar; skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the *iSeries Access for Web Main URL* from the lab worksheet section in the Lab Instructions document. Sign on to the iSeries using the *iSeries User ID* and *iSeries Password* values from the lab worksheet.
2. Click on the **Jobs** navigation tab on the left side of your browser window.
3. Click on the **Jobs** link.
4. At the bottom of the display is a **Job Preferences** link. Click this link.
5. For the Preference **User job list filter**, select a setting of **All jobs**. Click the Save button.
6. The list of jobs should be refreshed with a number of jobs.   From the list, you can select the Printer Output or the Properties for the individual completed jobs. Active jobs will have other Actions available. Select different links to see what information is returned.

Task 2: Server Jobs

This task will display a list of server jobs that are running on behalf of the signed on user.

From the displayed list, you have the option of performing several different actions on the individual jobs.

1. Click on the **Jobs** navigation tab on the left side of your browser window.

2. Click on the **Server Jobs** link. A list of jobs will be displayed that actions can be performed against. Those actions include holding the job, ending/deleting the job, view the job's job log, and view properties for the job.
3. For a listed job, select the **Job log** link.
4. From the job log listing, select the link for a server message ID to view the message details.
5. Select the browser back button until you return to the list of Server jobs.
6. Select the **Properties** link for a different job.
7. A new browser window is opened displaying the properties for the job. Review the job properties.

Congratulations!

You have completed the iSeries Access for Web lab!

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