



This is the tutorial for the base feature of IBM File Manager for z/OS®, one of the IBM zSeries® Problem Determination tools.



## ■ Introduction

### ■ How to view or edit using an unformatted display

- How to view or edit a VSAM data set
- How to view or edit a QSAM (sequential) data set
- How to view or edit a PDS (library) data set

### ■ How to view or edit using a formatted display

- How to view or edit a VSAM data set
- How to view or edit a QSAM (sequential) data set

### ■ How to change the way data is displayed

- How to change the format displayed
- How to change the location displayed

You can use this course to learn how File Manager will help you work with files and data on z/OS systems. You should find this training format informative and convenient, since you can take the course at your own pace.

By taking this tutorial, you will understand the various features of File Manager, and how you can use it to work more efficiently with your z/OS data sets. File Manager provides functions beyond the standard z/OS system utilities, and is designed to address the needs of application developers working with complex data files.

First, take a look at how the course is structured. It is broken down into sections. If you have not already used File Manager, you should take each section in order. But if you have already been using it and want to learn more about a particular topic, you might want to go directly to that section.

You are viewing the introduction now, and in this section you will learn what the most frequently used functions in File Manager are and how to get the manuals from the IBM website.

In the next section, “How to view or edit using an unformatted display”, you will learn how to start the editor or viewer and you will explore some of the basic commands.

In the next section, “How to view or edit using a formatted display”, you will learn how File Manager can use either COBOL or PL/I copybooks or even an Assembler DSECT that you have. By using a copybook or assembler DSECT, the records are broken down into their individual fields.

In the next section, “How to change the way data is displayed”, you will learn how you can change the way data is displayed using the built-in formats and how to position to field names, record numbers, field reference numbers, and labels

## File Manager/Base training sections

### Page 2 of 2



- **How to select records with a copybook template**
  - How to create a copybook template
  - How to save a copybook template
  - How to change a copybook template
- **How to customize how the data is displayed**
  - How to turn off, re-order, and hold fields
- **How to copy data**
  - How to copy a data set
- **How to print data**
  - How to print a data set

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If you are planning to use File Manager a lot, then it is important that you understand something called a template. You can use templates to select records, select fields, and to customize formatting. Without understanding templates, you can easily use File Manager to perform basic functions and simple editing. But to really get the most out of it, you will need to understand what a template is, why you would want to use one, and how to create and edit them. In the section, “How to select records with a copybook template” you will not only learn how to use them but also how to create, save, and edit templates.

In the next section, “How to customize how the data is displayed”, you will learn how to select only certain records that you want to process, select only certain fields that you want to display, and control how data is displayed.

In the next section, “How to copy data”, you will learn how to copy an existing file to a new file.

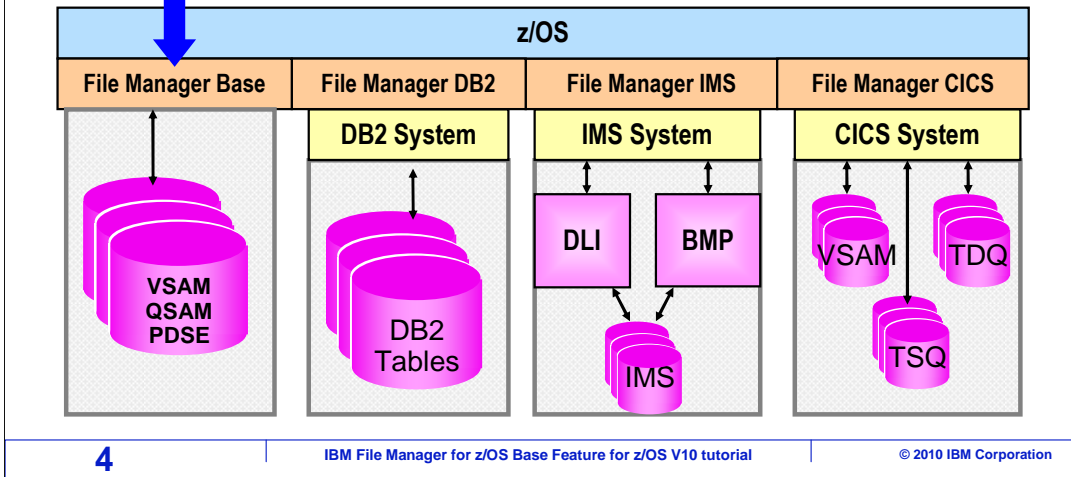
In the last section, “How to print data”, you will learn how to set print processing options, how to print to the print browse data set, and how to display the print browse data set.

# What is File Manager?



- One product, four features
  - File Manager Base
  - File Manager DB2®
  - File Manager IMS™
  - File Manager CICS®

This training module



File Manager is a single product with four features, each of which can be configured separately. File Manager is just one product, and all four parts come with it. This tutorial will describe the functions of File Manager base, which gives you functions for working with z/OS data sets. Another feature called File Manager/DB2 gives you functions to work with data in DB2 databases and tables. File Manager/IMS, of course, provides the equivalent types of utilities for working on IMS databases. And File Manager/CICS lets you work with files and queues from CICS.

Again, this tutorial covers File Manager base only. There are separate tutorials you can take to learn the other features.

## What does this training cover?



- The workshop has two modules: [Basics](#), and [Advanced Topics](#)
- This module (Basics) describes:
  - How to view or edit various data set structures
  - How to use a copybook to format your data
  - How to use selection criteria to parse down the data
  - How to change the format of the display
  - How to perform simple copy and print functions
- The [Advanced Topics](#) module describes:
  - How to use templates for different file structures
  - How to allocate, copy, and delete files
  - How to print data
  - How to compare data
  - How to find and change data
  - How to use batch processing

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This tutorial covers the basic workshop only.

The following topics will be covered:

How to view or edit various data set structures,  
How to use a copybook to format your data,  
How to use selection criteria to parse down the data,  
How to change the format of the display, and  
How to perform simple copy and print functions.

# IBM PD tools (including File Manager) information and manuals are on the web



<http://www.ibm.com/software/awdtools/deployment/>

The screenshot shows the IBM website's navigation bar with links for Home, Solutions, Services, Products, Support & downloads, and My IBM. The main content area is titled 'z/OS Problem Determination Tools' and features a 'Retooling System z for SOA Workloads Growth' section with a gold trophy image. Below this, there are sections for 'Why IBM', 'What we offer', and 'Products'. The 'Products' section lists several tools, including 'File Manager for z/OS', 'Workload Simulator', 'Application Time Facility for z/OS', 'ISPF Productivity Tool for z/OS', and 'Hourglass'. A red arrow points to the 'File Manager for z/OS' entry, and a yellow callout box with the text 'Select File Manager from the list' is overlaid on the arrow. Other sections include 'Webcast', 'We're here to help', 'Highlights', 'Tutorial', and 'Seminar'.

You can get more information about File Manager, and all of the IBM PD tools, on the Web. Direct your browser to this URL: [www.ibm.com/software/awdtools/deployment](http://www.ibm.com/software/awdtools/deployment) .

To get to the File Manager page, “click” on File Manager for zOS.

You can get the File Manager manuals  
from the IBM website



<http://www.ibm.com/software/awdtools/filemanager/>

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File Manager for z/OS

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## File Manager for z/OS

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### Overview

IBM® File Manager for z/OS® is a toolset for working with z/OS®, DB2®, IMS™, and CICS® data.

Display, edit, update, create, copy, compare, print and erase your data files with this member of the IBM Problem Determination Tools suite.

- Includes the familiar browse, edit, copy and print utilities found in ISPF—enhanced to meet the needs of your application developers
- Manipulates data using COBOL and PL/I record layouts interactively or in batch
- Runs functions from your CICS environment
- Provides access to CICS resources with a familiar, user-friendly ISPF look-alike interface
- Provides customization of which fields to display, copy or print
- Integration with [Rational Developer for System z](#) enables developers to access files and databases without changing user interface
- [New features in V10.1 can be found here](#)

### Learn more

- Features & benefits
- System requirements
- Product library
- Announcement letter
- Data sheet
- Technical architecture

### Use and maintain

- Product support
- Information center
- Training and certification

### We're here to help

Easy ways to get the answers you need.

- [Request a quote](#)
- [E-mail IBM](#)

Or call us at:  
877-426-3774  
Priority code:  
104CBW63

### Highlights

- [Brochure: IBM Problem Determination Tools Reference Guide \(295KB\)](#)
- [Webcast: PD Tools for SOA Environments](#)
- [Get Adobe® Reader®](#)

[Analyst report](#)

You can view or download manuals from the “Web” site. From the File Manager page, there is a link to the File Manager library. Just click on the word library on the left side of the screen to get there.

# You can get the File Manager manuals from the IBM website



<http://www.ibm.com/software/awdtools/filemanager/>

The screenshot shows the IBM File Manager website interface. A right-click context menu is open over the 'User's Guide and Reference' link in the 'File Manager, Version 10 Release 1 Publications - English' table. The menu options include: Open, Open in New Window, Save as..., Save Target As..., Print, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., Convert link target to Adobe PDF, Convert link target to existing PDF, and Properties. A callout box with a yellow background and black border points to the 'User's Guide and Reference' link with the text: 'Right-\"click\" to download User's Guide and Reference'. The table below shows the following data:

File Manager, Version 10 Release 1 Publications - English				
Title View/download PDF	Order number	View Book	Download Book	Last update
<a href="#">Program Directory</a> (PDF, 150 KB)	GI10-8817-00	-	-	11/2009
<a href="#">Customization Guide</a> (PDF, 1.7 MB)	SC19-2856-00	<a href="#">View</a>	<a href="#">Download</a> (BOO, 0.7 MB)	11/2009
<a href="#">User's Guide and Reference</a> (PDF, 4.6 MB)	SC19-2857-00	<a href="#">View</a>	<a href="#">Download</a> (BOO, 1.9 MB)	11/2009

From the library page, you can view a manual by clicking a link either in the PDF or Book Manager column, or you can download a manual by right clicking the link in the PDF column.



Bookmarks

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    - Chapter 6. Managing data sets
    - Chapter 7. Using File Manager utilities
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    - Chapter 9. Disk/VSAM Data Functions
    - Chapter 10. OAM Functions
    - Chapter 11. Using UNIX System Services and the Hierarchical File System
    - Chapter 12. Introduction to programming with File Manager functions

IBM File Manager for z/OS

IBM

User's Guide and Reference

Version 10 Release 1

**File Manager manuals:**

- User's Guide and Reference (base feature)
- User's Guide and Reference for DB2 Data
- User's Guide and Reference for IMS Data
- User's Guide and Reference for CICS
- Program Directory
- Customization Guide

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There are several File Manager manuals. There are separate User's Guides for the base feature, and for the DB2, IMS, and CICS features. If you are responsible for installing File Manager, then you will also want to get the Customization Guide.

That is the end of this section, an introduction to the File Manager base feature.

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This module is also available in PDF format at: [../FMBv10s01Introduction.pdf](#)

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