

# **Easytrieve Plus for Business Professionals**

# **Course Summary**

## Description

This is a hands-on course to instruct business professionals in the basics of using Easytrieve to produce concise, well-formatted reports with many automatic features of this mainframe tool. Editing procedures on the mainframe using TSO will be included in the course. Skeleton JCL and exercises will enable each person to begin using Easytrieve immediately when they return to their business areas.

## **Topics**

- Mainframe editing and job submission for Easytrieve Plus
- Overview of Easytrieve Plus program sections, terms, and their syntax
- Branch logic
- Macro execution of file definitions
- Good program structure
- Wide variety of reporting options available
- Multiple reports on 1 pass of a file
- Control Breaks
- Report Procs
- Labels
- Positional reports

#### **Audience**

Analysts, Programmers, and Business Professionals with IBM mainframe access

# **Prerequisites**

Basic experience with the TSO/ISPF primary option menu and the ISPF editor is required. Prior JCL job submission/viewing experience is useful.

### **Duration**

Three days



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# **Course Outline**

### I. Introduction

- A. Why use Easytrieve
- B. Data processing Terminology
- C. Sections of a program
- D. Exercise 1 Program Structure

### II. Mainframe Review

- A. Signon
- B. Edit Commands
- C. JCL overview
- D. Submitting a Job
- E. Reviewing a Job

# III. The REPORT process

- A. Know your data
- B. Class file overview
  - C. Field names
- D. Testing tips
- E. Readability
  - F. Report statement options

# IV. Basic Reporting/Selection

A. Exercise EX02 - Report definition practice, Control Breaks Exercise EX03 - Multiple reports,

redefined fields, headings, masks

- C. Exercise EX04 Macros, work fields vou define
  - D. Exercise EX05 Summary and

Label reporting

E. Exercise EX06 - Selection criteria - The Big IF

# V. Advanced Reporting

- A. Exercise EX07 Creative selection; %DATECONV macro
- B. Exercise EX08 Work field practice
- C. Exercise EX09 REPORT procedures
- D. Exercise EX10 TOTAL control of what goes on the page
- E. Exercise EX11 REPORT line procs
- F. Exercise EX12 REPORT break procs

# **VI.** Conclusion

- A. Sending the report to a dataset
- B. Intro to your application datasets (if appropriate)
- C. Reference card highlights
- D. Evaluations