

# **STATE SIGN SHOP SIGN ORDER INSTRUCTIONS FOR ASSET MAINTENANCE CONTRACTS**

Processes have been established for Asset Maintenance (AM) Contractors to order signs from the State Sign Shop.

- The AM Contractor Project Manager (PM) will need to notify the FDOT AM Project Manager (PM) prior to ordering signs from the Sign Shop.

## **Financial Project Number**

When an AM Contractor PM has notified the FDOT PM of its intent to order signs from the Sign Shop, the FDOT PM will provide the AM Contractor with the routine maintenance financial project number for each county included in the AM contract.

- FDOT PM - For questions or to obtain the routine maintenance in-house financial project number for the county where the signs will be placed, contact your district's MMS personnel.

Notes:

- Only in-house project numbers with a phase 71 can be used for processing AM Contractor sign orders.
- Monitor Sign Shop costs for AM Contract orders and refer to the AM Contract Scope for contract administration tracking and estimate adjustments as required.

## **Access for Standard Sign Orders**

Standard signs are ordered through the Material Supply Inventory (MSI System).

A VPN account is required for AM Contractor to access the Departments internal programs, including MSI.

- To establish AM Contractor access to MSI, the FDOT AM Project Manager will submit an AARF (Automated Access Request Form)

requesting access to MSI, and a VPN account if one has not already been established.

Contact Kirk Hutchison or the Office of Information Technology (OIT) for assistance in completing the AARF.

Once the AARF has been finalized, the AM Contractor PM will receive a User ID and mainframe access to order signs in MSI.

## Ordering Signs

### Standard Signs

- Standard signs are ordered through the MSI system using the appropriate commodity number.
- Orders submitted through MSI are then processed by the State Sign Shop.

### Special Sign Orders

Special signs are ordered by completing and submitting a Sign Fabrication Form.

The Sign Fabrication form is available at:

### [Forms](#)

When completing the form, reference the Sign Catalog and Monthly Pickup Schedule available at:

### [Guides/Handbooks](#)

## Special Sign Order Instructions

- **(1 - Unique Number)** This number consist of the contract number and sequence order number (Example - M-E4H52-001). Each time an order is submitted the sequence number is changed to the next numerical order. This number is used to log in your order for tracking purposes.
- **(2 - Company Name)** Your company name.
- **(3 - Company Address)** Your company mailing address.

- **(4 - Company City, State and Zip Code)** This information is necessary to process your order in the MSI system.
- **(5 - Company Phone Number)** Your company contact number for questions if needed.
- **(6 - Special Instructions)** This information can include contact name and phone number for the maintenance yard personnel for sign pickup. Also this area can include special sign delivery information.
- **(7 - Sheeting Type)** Although this is labeled in commodity column it is referring to the next column of sheeting type. Please X the type of sheeting you want for this sign. If you do not know, contact the Sign Shop Personnel.
- **(8 - Quantity)** Only insert a numeric value.
- **(9 - Description)** A description of the signs is typed here or you may state "See Attached Picture or Drawing" in this area.
- **(10 - Financial Project Number)** This is an 11 digit number assigns to this contract for accounting records.
- **(11 - Function Code)** This code indicates the size of the sign: 520 - Signs 30 Square Feet or smaller and 521 - Larger than 30 Square Feet.
- **(12 - Requestor's Name)** Contact Name.
- **(13 - Requestor's Phone Number)** In case of there are any questions about the order.
- **(14 - Date)** Assists in record keeping.

## Questions:

Kirk Hutchison - 850-410-5515

Janelle Inman-Albright - 386-961-7121

Shawn Pace - 386-961-7205

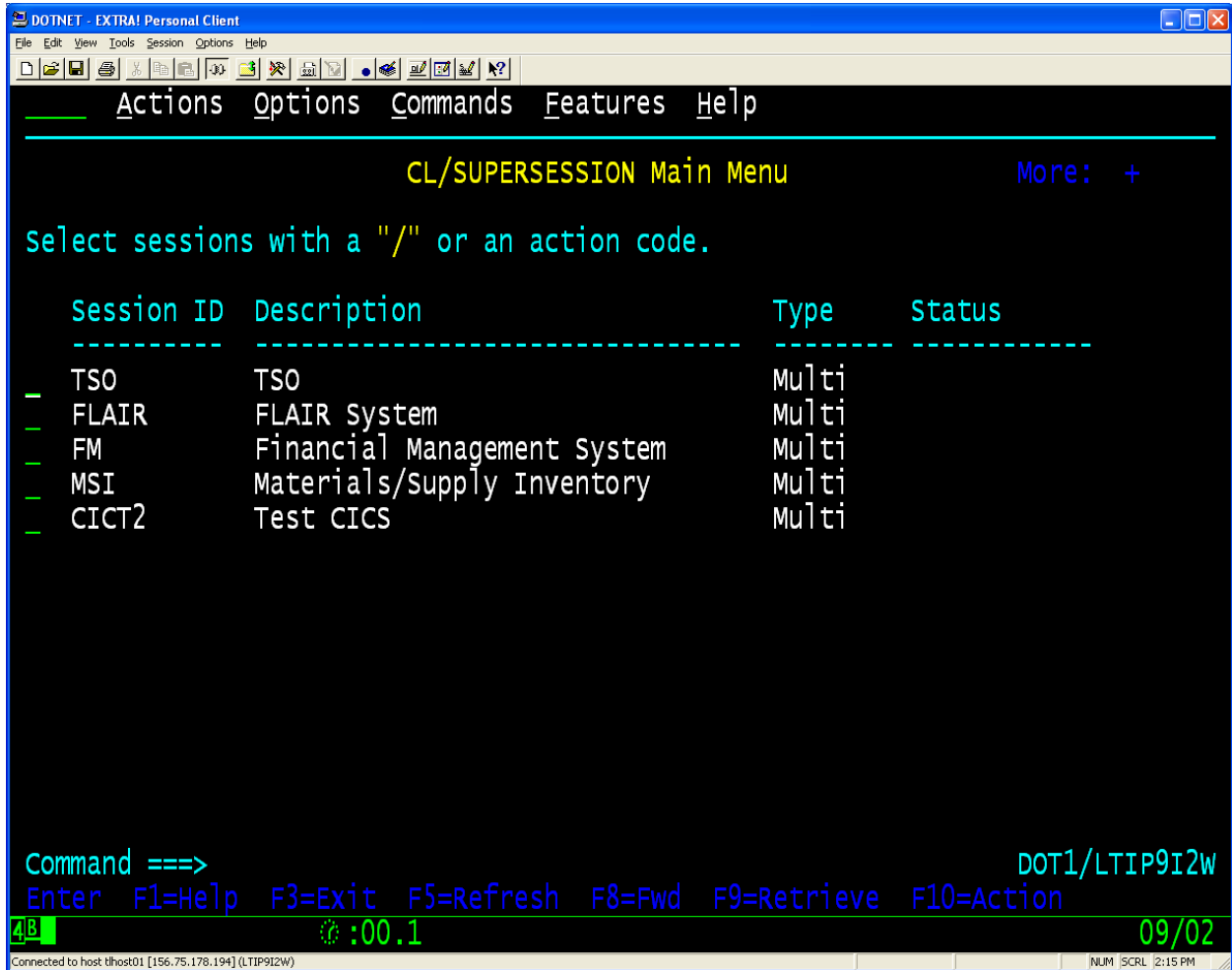
# Asset Maintenance Contract Sign Ordering Process

Prepared by Office of Maintenance

February 9, 2009

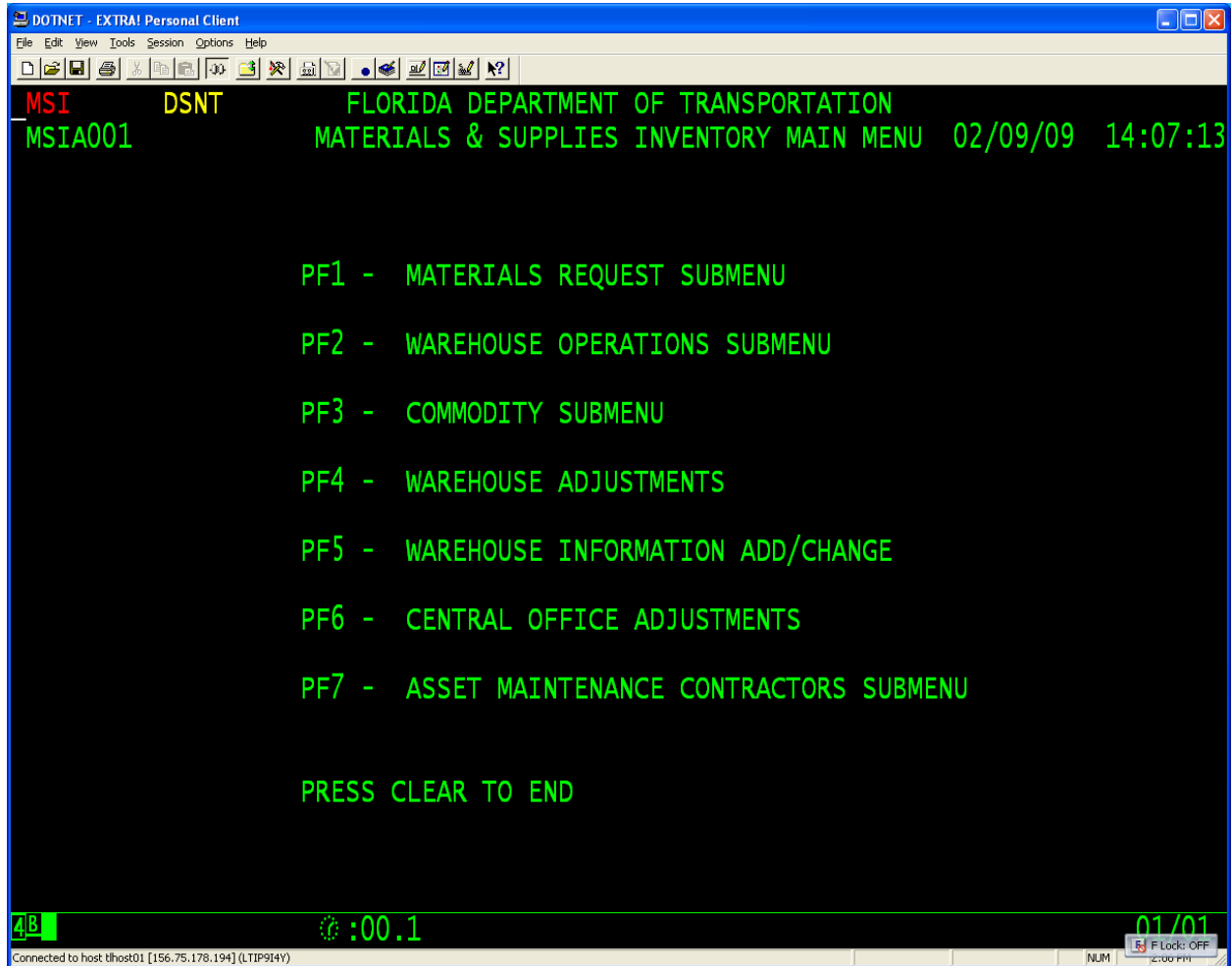


Locate the MSI session. Place cursor to the left and press the ENTER key.



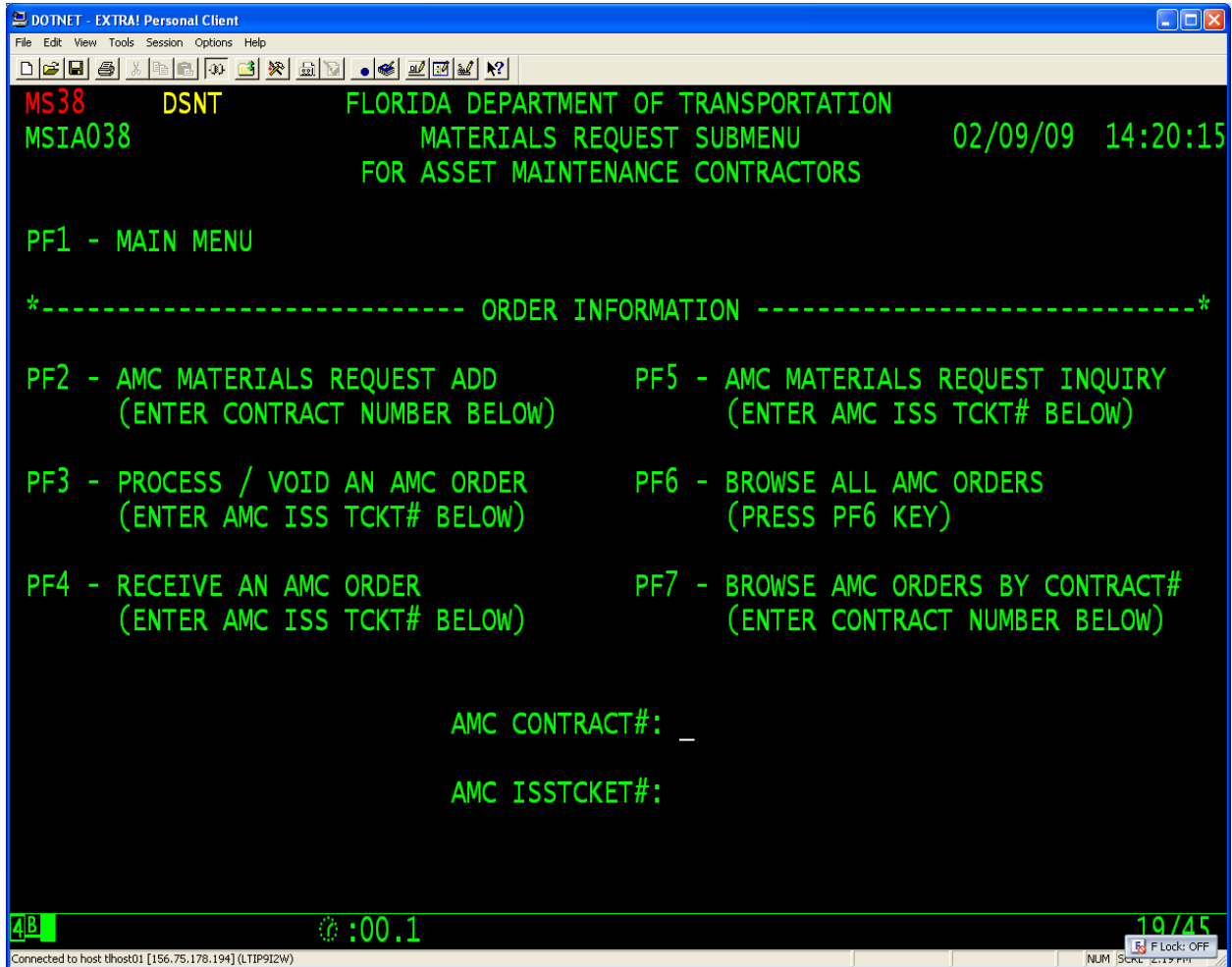
Keep in mind that the session may not be on the first screen. You may need to advance to the second or third screen to find the MSI session. Use the F8 key to advance to the next screen. If you want to move this session to the first screen place an M next to the session and press the ENTER key. When the modify session screen is displayed change the DISPLAY GROUP to 900.

Press F7 key to access the AMC Submenu



You will not have access to the other submenus.

Below is the AMC Submenu.



F2 – This function is used to request signs from the Sign Shop.

F3 – This function is only accessible from Sign Shop employees. If you need to void a ticket after you created, you would call the Sign Shop and they can delete the ticket. This is also where the Sign Shop will process the ticket when the order has been completed and shipped to the contractor.

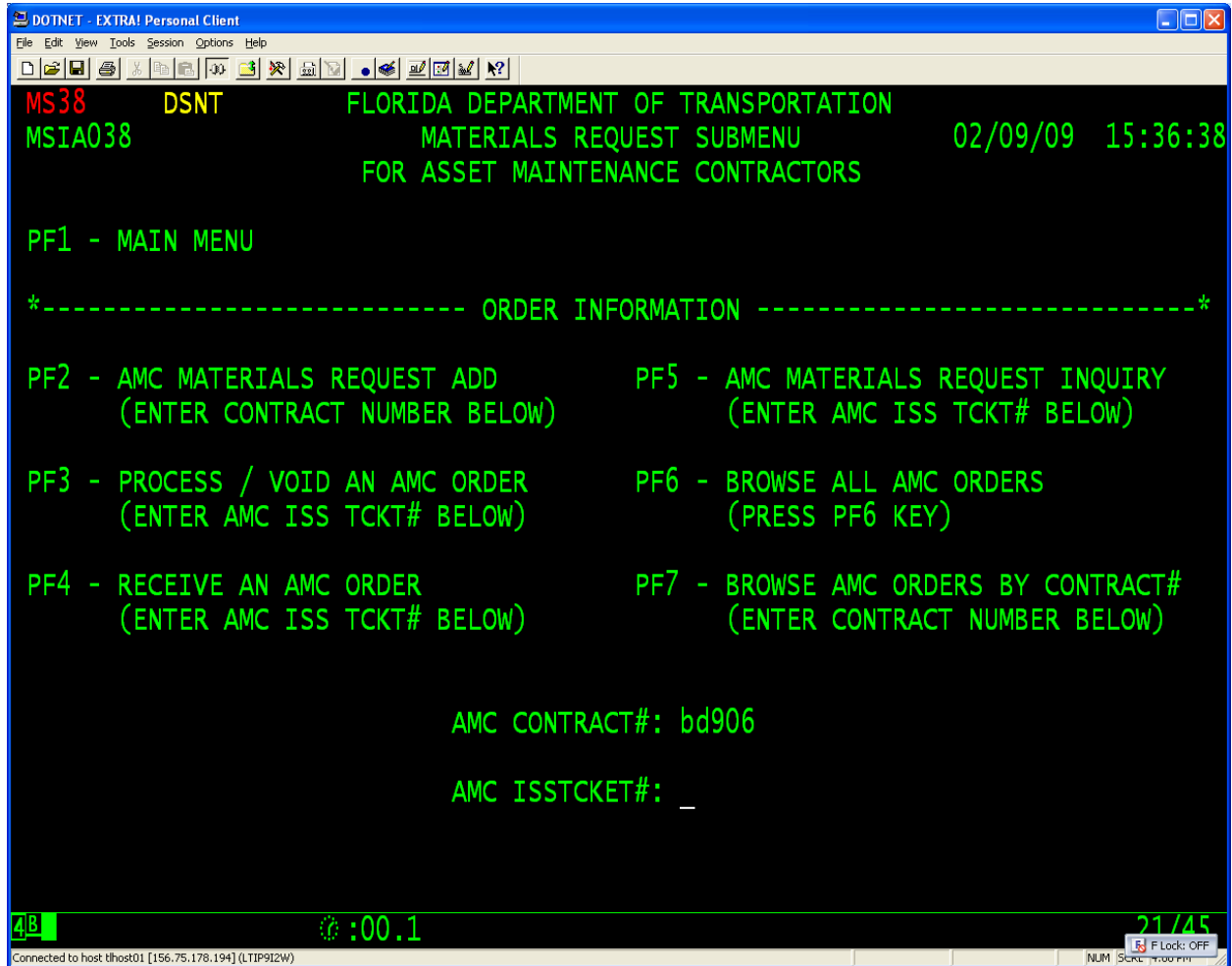
F4 – This function is used by the contractor to verify the order has been received and all items and quantities are correct.

F5 – This function is used to view a ticket and check the status of the ticket.

F6 – This function is used to display ALL AMC orders, not just your contract. Used by Central Office.

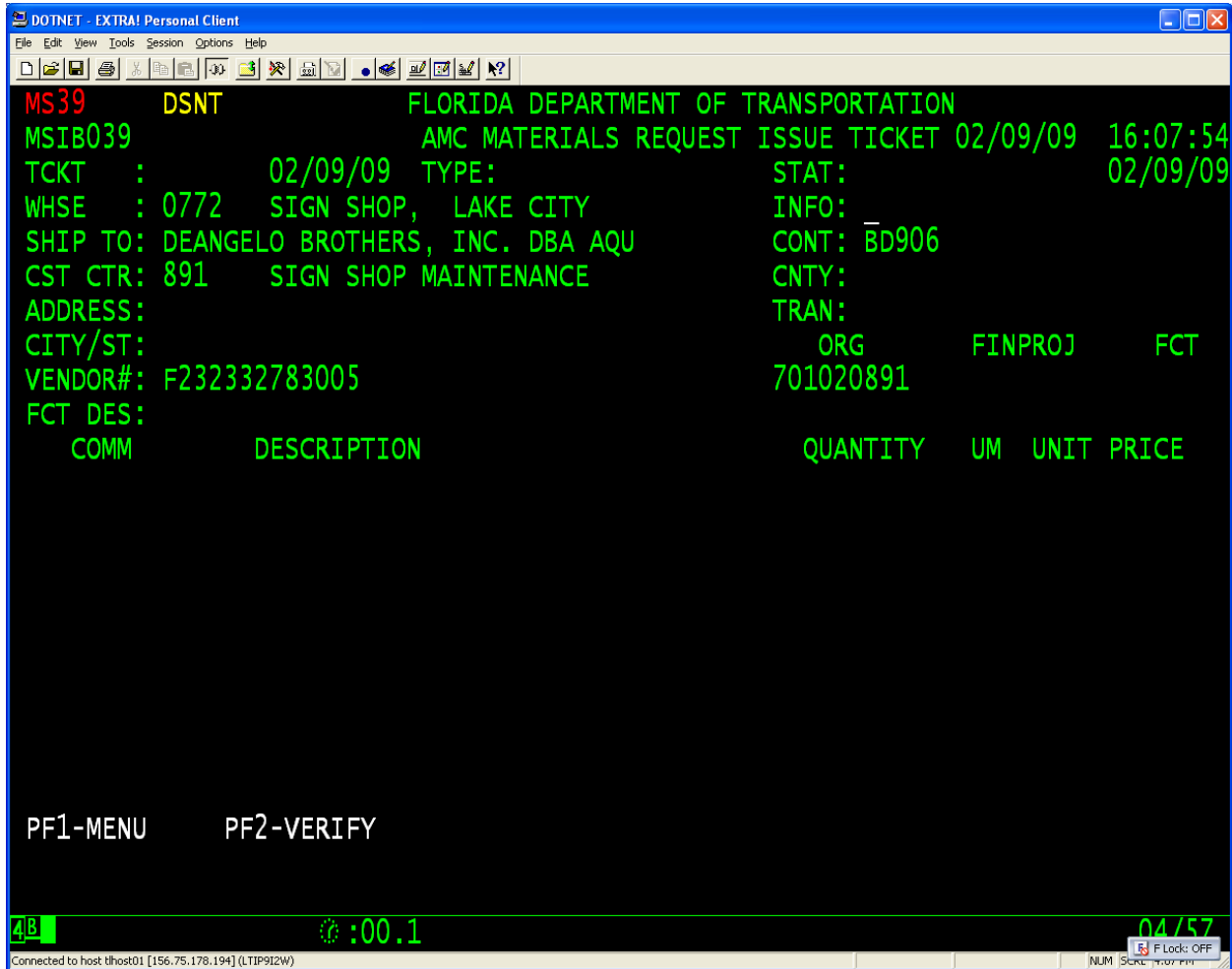
F7 – This function is used to display the orders for a Specific Contract.

To create an AMC sign request issue ticket, enter your contract number and press the F2 key.



The AMC CONTRACT# is the 5 digit number for your contract. If you have a renewed contract, do not put the Rx after the contract number.

Below is the blank issue ticket.



Notice your Company name is in the SHIP TO field. This field will be changed by you when we create the ticket. Your vendor id number is in the VENDOR# field and the WHSE and ORG fields are filled in with the Sigh Shop Information. These fields cannot be edited.

The below screen will show you the fields that you will be entering data.

```
DOTNET - EXTRA! Personal Client
File Edit View Tools Session Options Help
MS39 DSNT FLORIDA DEPARTMENT OF TRANSPORTATION
MSIB039 AMC MATERIALS REQUEST ISSUE TICKET 02/09/09 16:09:48
TCKT : 02/09/09 TYPE: STAT: 02/09/09
WHSE : 0772 SIGN SHOP, LAKE CITY INFO: dt
SHIP TO: DEANGELO BROTHERS, c/o west palm wh CONT: BD906
CST CTR: 891 SIGN SHOP MAINTENANCE CNTY:
ADDRESS: 123 main street TRAN:
CITY/ST: west palm beach fl 12345 ORG FINPROJ FCT
VENDOR#: F232332783005 701020891 190970 1 a1 02 520
FCT DES:
COMM DESCRIPTION QUANTITY UM UNIT PRICE
802001 10_
```

PF1-MENU PF2-VERIFY

4B :00.1 12/53

Connected to host thost01 [156.75.178.194] (LTIP912W) NUM SCKL OFF

INFO – DT or PU. (DT for DOT Truck, PU to Pick Up from sign shop or have another carrier pick up)

SHIP TO – At the end of your company name have a C/O and the local DOT warehouse, where the signs will be delivered.

ADDRESS – The address of the local DOT warehouse, where the signs will be delivered.

CITY/ST – City, State and Zip of the local DOT warehouse, where the signs will be delivered.

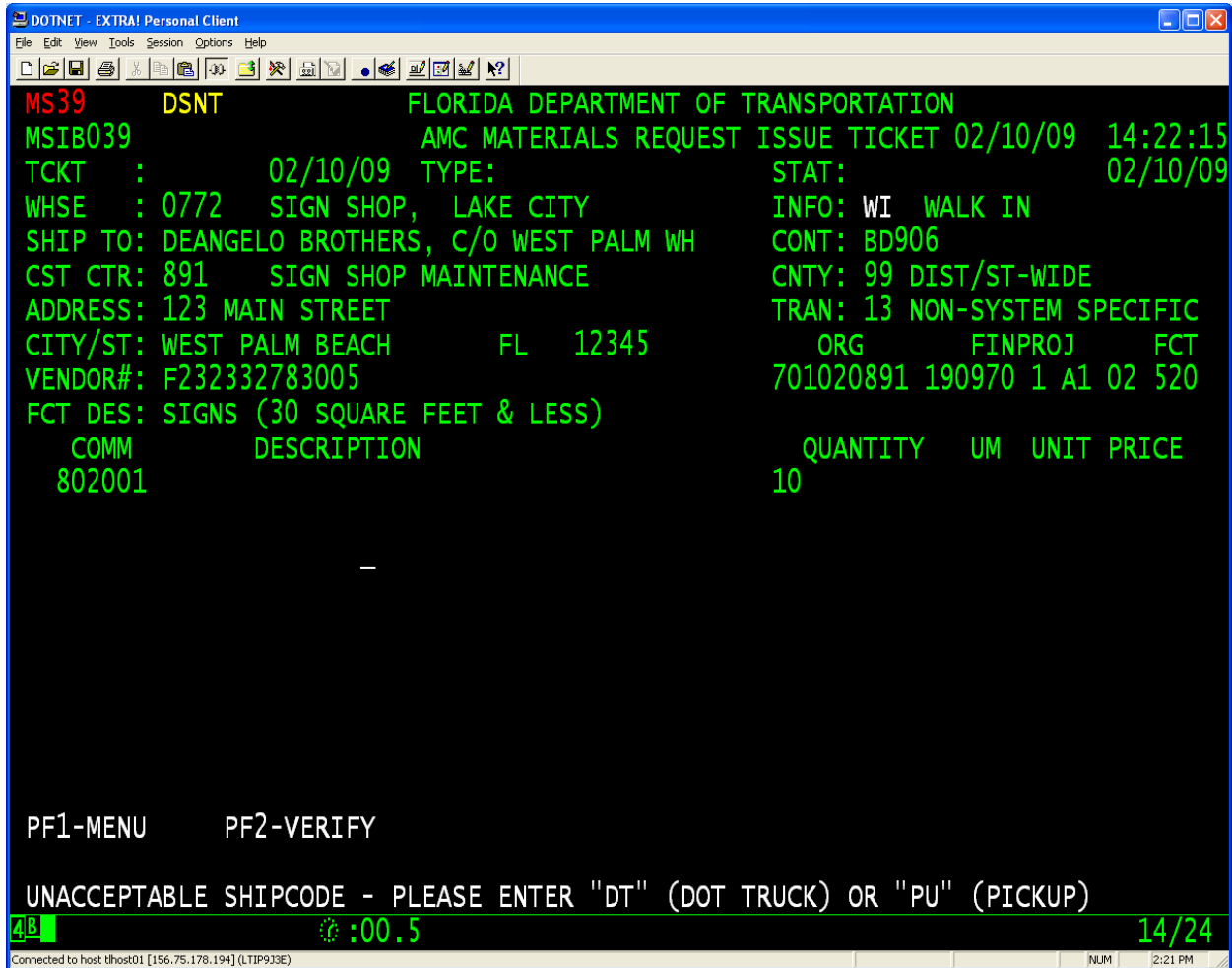
FINPROJ – Financial Project Number, supplied by the DOT Contract Project Manager (Cannot be a phase 72).

FCT – The Function, or Activity for the order. (Can only be 520, signs LT 30 SF, or 521, signs GT 30 SF).

COMM – Commodity number of sign ordering. This is listed in the Sign Catalog.

QUANTITY – Quantity of sign ordering.

After you enter all the information you will have to press the F2 key to verify the data.



This is an example if you enter incorrect information. You will need to correct and press the F2 key again.

If all the information is correct you will get the following screen.

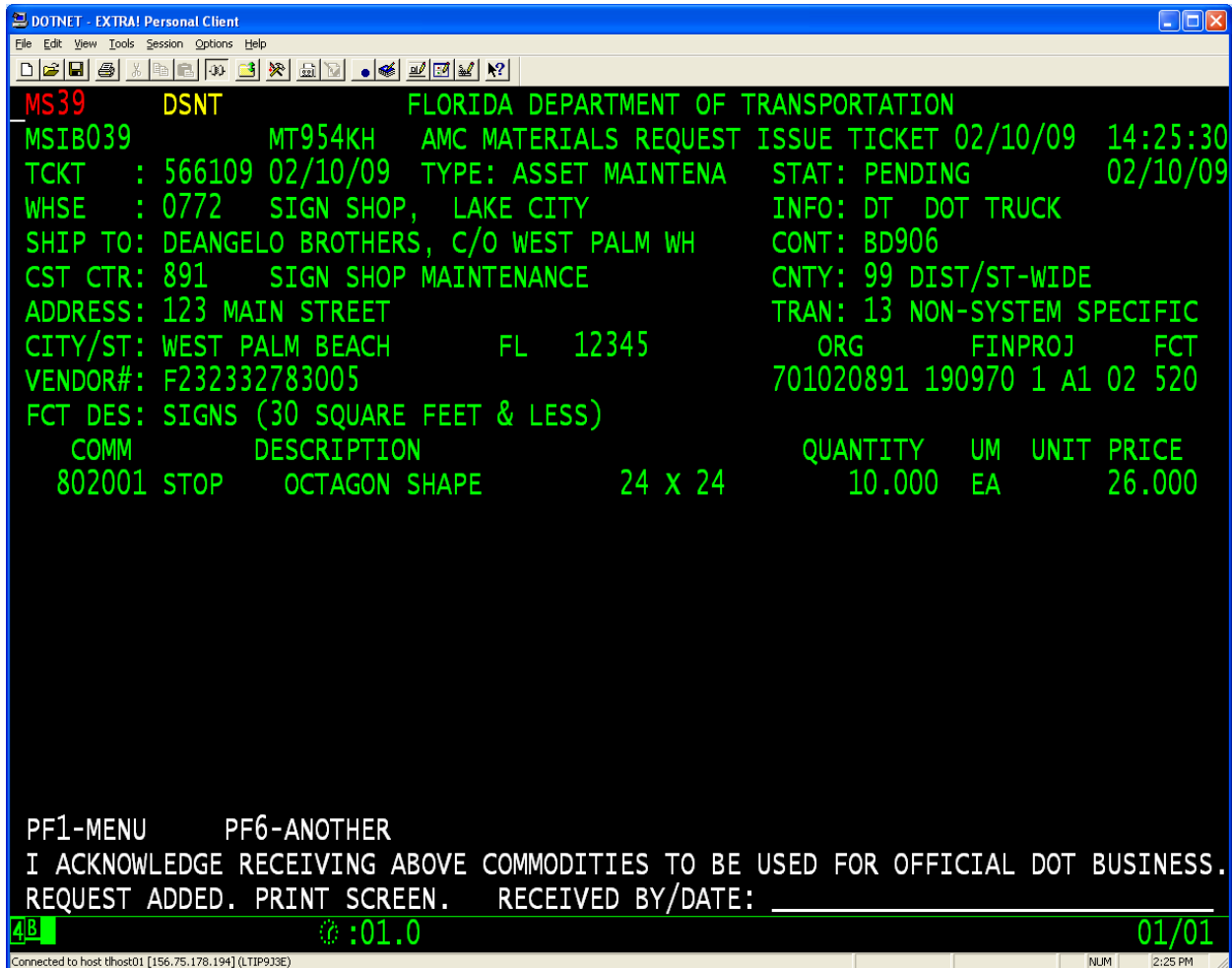
```
DOTNET - EXTRA! Personal Client
File Edit View Tools Session Options Help
MS39 DSNT FLORIDA DEPARTMENT OF TRANSPORTATION
MSIB039 AMC MATERIALS REQUEST ISSUE TICKET 02/09/09 16:09:12
TCKT : 02/09/09 TYPE: STAT: 02/09/09
WHSE : 0772 SIGN SHOP, LAKE CITY INFO: DT DOT TRUCK
SHIP TO: DEANGELO BROTHERS, C/O WEST PALM WH CONT: BD906
CST CTR: 891 SIGN SHOP MAINTENANCE CNTY: 99 DIST/ST-WIDE
ADDRESS: 123 MAIN STREET TRAN: 13 NON-SYSTEM SPECIFIC
CITY/ST: WEST PALM BEACH FL 12345 ORG FINPROJ FCT
VENDOR#: F232332783005 701020891 190970 1 A1 02 520
FCT DES: SIGNS (30 SQUARE FEET & LESS)
COMM DESCRIPTION QUANTITY UM UNIT PRICE
802001 STOP OCTAGON SHAPE 24 X 24 10.000 EA 26.000

PF1-MENU PF2-VERIFY PF5-ADD

REQUEST IS CORRECT. REQUEST HAS NOT BEEN ADDED.
4B :00.5 01/01
Connected to host thost01 [156.75.178.194] (LTP912W) NUM SCKT 10000000
```

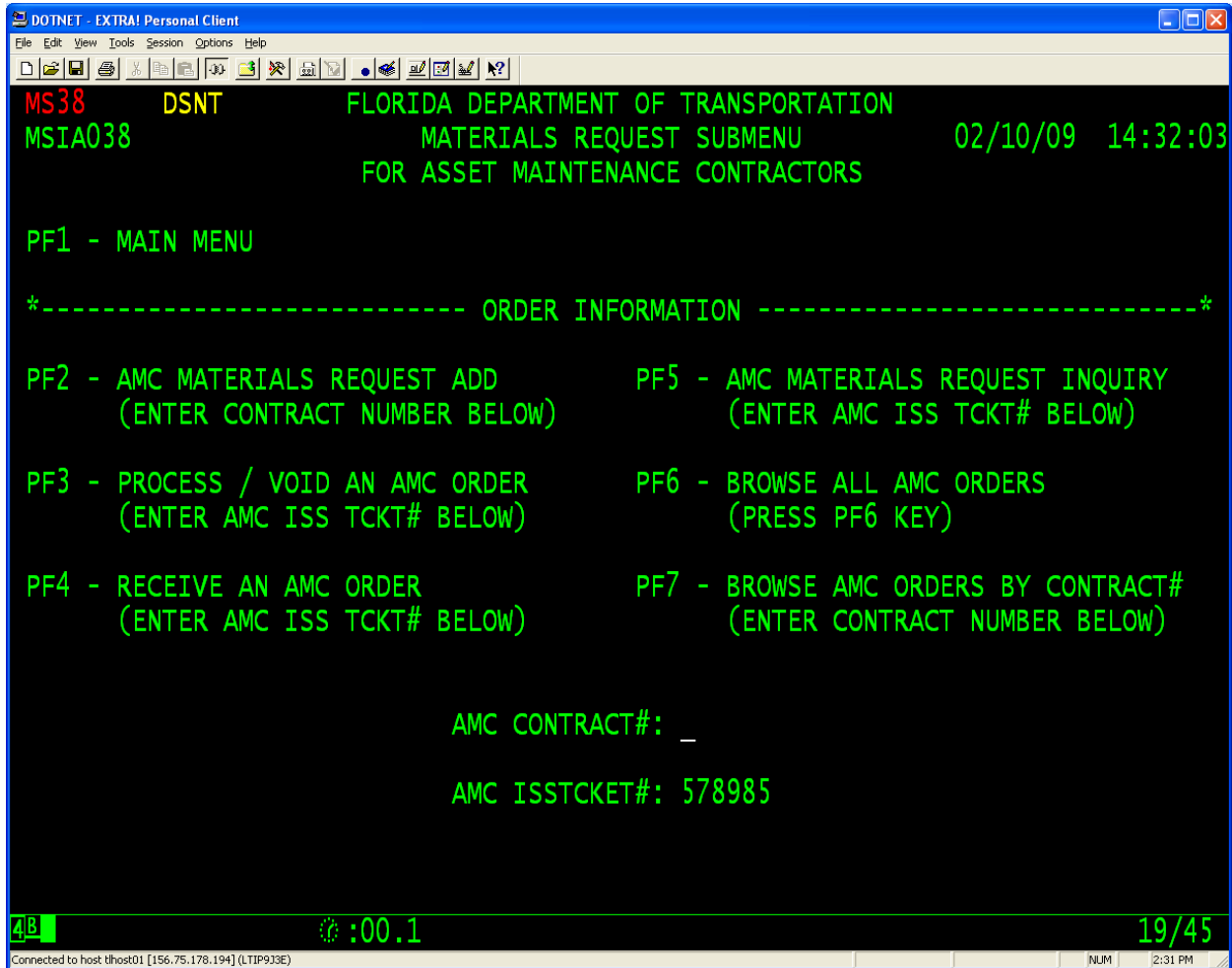
This informs you that the data is correct but it has not been added. You will have to press the F5 key to complete the request.

The following screen shows that the order was completed and you receive a Ticket Number along with other information.



You also will see who (user id) entered the data as well as the status of the ticket. Print this off for your records. The status will change as the ticket is going through the process. The first status is Pending. After the Sign Shop prints the orders then the status will change to Printed. When the Sign Shop manufactures the signs and is shipping them the status will change to Processed. After you pick up the signs and verifies the order then you will need to enter back into the system to receive the order.

This is an example of receiving an order. You will enter the ticket number and press the F4 key.



The information for that ticket will be displayed. If you received all the correct signs and quantities you will press the F5 key to RECEIVE the order. This will close the loop for the process.

MS44 DSNT FLORIDA DEPARTMENT OF TRANSPORTATION  
MSIB044 WH891JN RECEIPT OF AMC ORDER 02/10/09 14:32:55

TCKT : 578985 11/18/08 TYPE: ASSET MAINT.ISS STAT: PROCESSED 11/18/08  
SEND WH: 0772 SIGN SHOP, LAKE CITY USID: MT954KH <-(RECEIVED BY)  
CONTRACT#: BDA16 VENDOR#: F541769861001 - VMS INC

ORG FINPROJ FCT  
701020891 416578 1 71 01 520 SIGNS (30 SQUARE FEET & LESS)

COMM	DESCRIPTION	QTY REQUESTED	QTY RECEIVED
801518	TURNPIKE (LT DIA ARROW) 16 X 24	1.000	1.000
802100	NO TURNS 24 X 24	1.000	1.000
802350	STOP-SCHOOL BUS-ALL 36 X 36	4.000	4.000
806419	BIKE CURB LANE ONLY 24 X 30	1.000	1.000
809032	SPECIAL SIGN	1.000	1.000

PF1-MENU PF5-RECEIVE PF6-ANOTHER

4B :02.0 04/11

Connected to host tihost01 [156.75.178.194] (LTIP933E) NUM 2:33 PM

Notice the STAT changed to RECEIVED.

```
DOTNET - EXTRA! Personal Client
File Edit View Tools Session Options Help
MS44 DSNT FLORIDA DEPARTMENT OF TRANSPORTATION
MSIB044 WH891JN RECEIPT OF AMC ORDER 02/10/09 14:34:19

TCKT : 578985 11/18/08 TYPE: ASSET MAINT.ISS STAT: RECEIVED 11/18/08
SEND WH: 0772 SIGN SHOP, LAKE CITY USID: MT954KH <-(RECEIVED BY)
CONTRACT#: BDA16 VENDOR#: F541769861001 - VMS INC

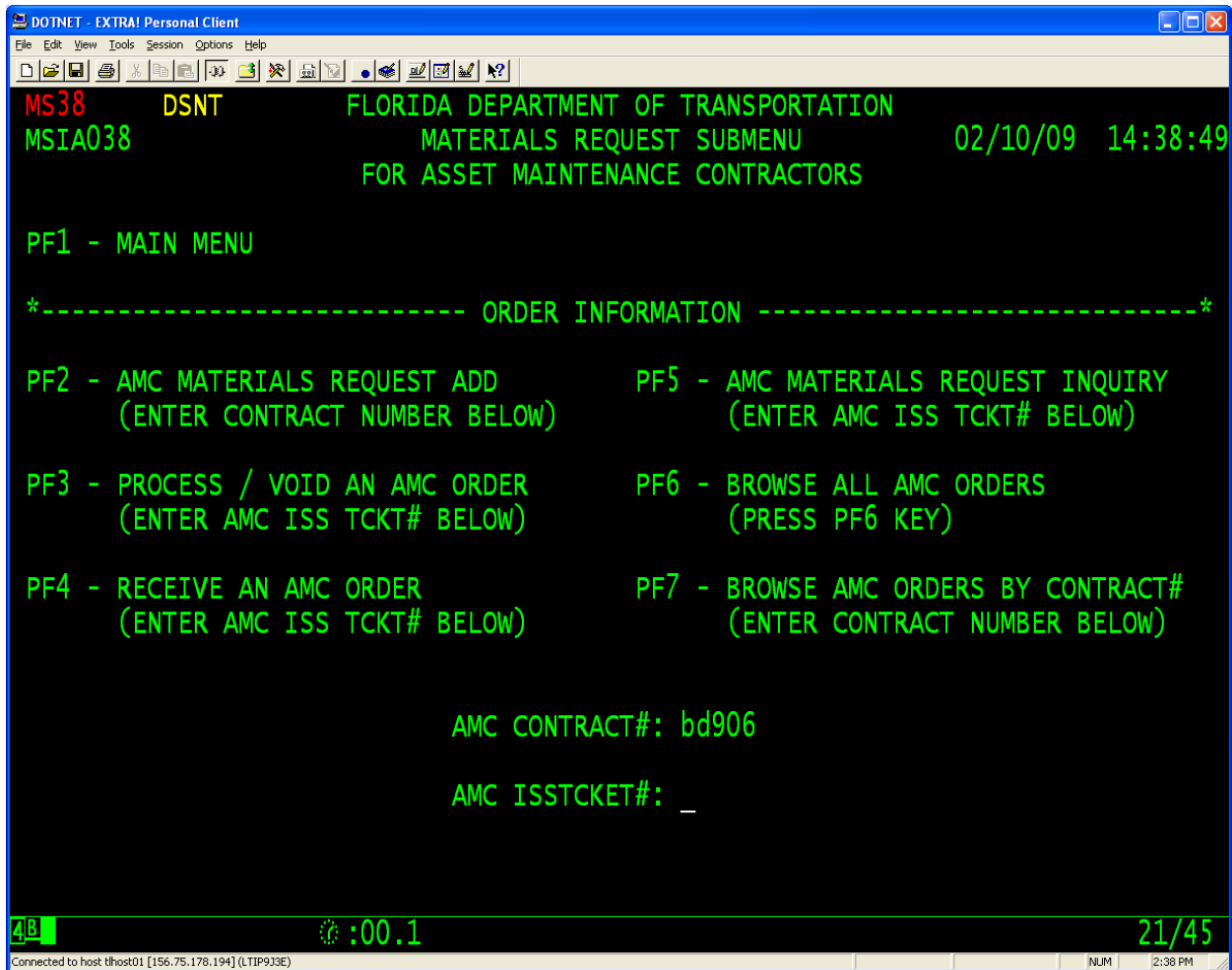
ORG FINPROJ FCT
701020891 416578 1 71 01 520 SIGNS (30 SQUARE FEET & LESS)

COMM DESCRIPTION QTY REQUESTED QTY RECEIVED
801518 TURNPIKE (LT DIA ARROW) 16 X 24 1.000 1.000
802100 NO TURNS 24 X 24 1.000 1.000
802350 STOP-SCHOOL BUS-ALL 36 X 36 4.000 4.000
806419 BIKE CURB LANE ONLY 24 X 30 1.000 1.000
809032 SPECIAL SIGN 1.000 1.000

PF1-MENU PF5-RECEIVE PF6-ANOTHER
SIGNS RECEIVED. PRINT SCREEN. RECEIVED BY: _____ VERIFY: _____
4B :00.1 01/01
Connected to host thost01 [156.75.178.194] (LTIP933E) NUM 2:33 PM
```

This finishes the process for getting signs.

To view the tickets for your contract enter your contract number and press the F7 key.



This will list all the ticket for contract BD906.

Below is the listing for that contract.

```
DOTNET - EXTRA! Personal Client
File Edit View Tools Session Options Help
[Icons]
MS42 DSNT FLORIDA DEPARTMENT OF TRANSPORTATION
MATERIALS REQUEST BROWSE BY CONTRACT# 02/10/09 14:41:34
CONTRACT#: BD906
VENDORNO : F232332783005 DBI SERVICES C/O WES
*----- PLACE A S BY THE TICKET YOU WISH TO SELECT FOR INQUIRY -----*
SEL  ISTKNMBR  ISTKDATE  USERID  ISTKT STATUS  TOTAL PRICE
s    566109    02/10/09  MT954KH  PENDING      INCLU 18.4%
      572049    01/06/09  WH891JN  RECEIVED     $307.84
      574401    12/16/08  KNDBIMP  PRINTED      $1,156.76
      577169    12/01/08  KNDBIMP  RECEIVED     $223.77
      577458    11/26/08  KNDBIMP  RECEIVED     $298.36
      578929    11/18/08  KNDBIMP  RECEIVED     $641.72
      578969    11/18/08  WH891JN  RECEIVED     $987.45
      582981    10/27/08  KNDBIMP  RECEIVED     $530.43
      584556    10/17/08  KNDBIMP  RECEIVED     $213.12
      586101    10/10/08  KNDBIMP  RECEIVED     $2,989.60
      586101    10/10/08  KNDBIMP  VOIDED       $0.00
PF1-MENU PF5-SELECT TKT INQ PF6-ANOTHER PF7-BROWSE AMC ORDERS PA1-NEXT PAGE
4B :00.9 11/03
Connected to host thost01 [156.75.178.194] (LTIP933E) NUM 2:41 PM
```

Notice the status for the tickets. If you wish to view a ticket place an S next to the ticket number and press the F5 key.

This will display the information for the selecte ticket.

The screenshot shows a terminal window titled "DOTNET - EXTRA! Personal Client". The main content is a green monospaced text display of a ticket record. At the bottom, there are navigation instructions and a status bar.

```
MS40      DSNT      FLORIDA DEPARTMENT OF TRANSPORTATION
MSIB040  MT954KH  AMC MATERIALS REQUEST ISSUE TICKET INQUIRY  02/10/09 14:42:00
TCKT   : 566109 02/10/09  TYPE: ASSET MAINT.IS  STAT: PENDING      02/10/09
WHSE   : 0772   SIGN SHOP, LAKE CITY      INFO: DT DOT TRUCK
SHIP TO: DEANGELO BROTHERS, C      CONT: BD906
CST CTR: 891   SIGN SHOP MAINTENANCE      CNTY: 99 DIST/ST-WIDE
ADDRESS: 123 MAIN STREET           TRAN: 13 NON-SYSTEM SPECIFIC
CITY/ST: WEST PALM BEACH          FL  12345           ORG      FINPROJ      FCT
VENDOR#: F232332783005           701020891 190970 1 A1 02 520
FCT DES: SIGNS (30 SQUARE FEET & LESS)

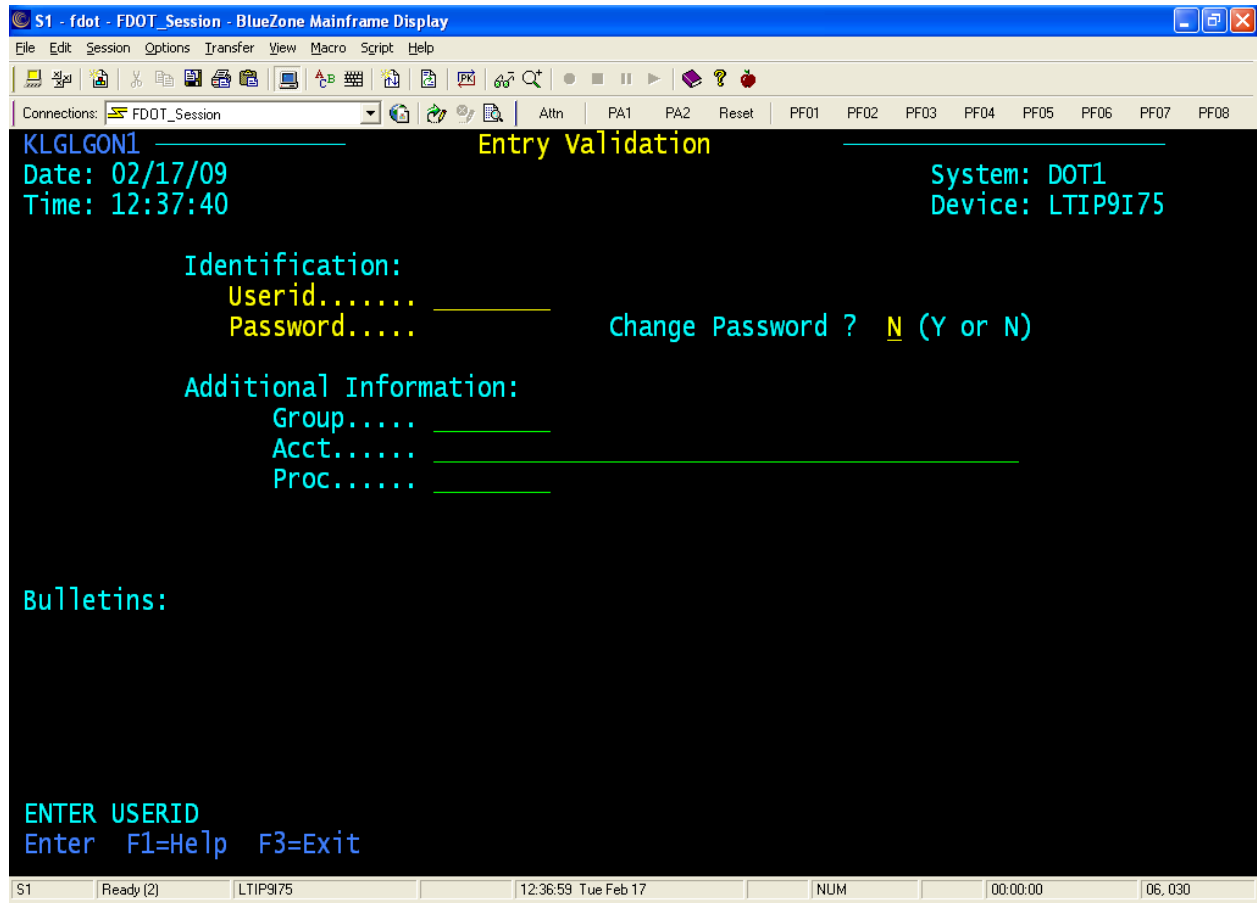
  COMM      DESCRIPTION      QUANTITY  UM  UNIT PRICE
  802001    STOP      OCTAGON SHAPE      24 X 24      10.000    EA      26.000
```

PF1-MENU PF6-ANOTHER PF8-BROWSE ALL AMC ORDERS PF9-BROWSE ORDERS BY CONTRACT

4B :00.2 03/11

Connected to host thost01 [156.75.178.194] (LTIP933E) NUM 2:41 PM

# MSI Report for AM Contract Managers



First you must type in your userid & password and then press the enter key.

S1 - fdot - FDOT\_Session - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT\_Session

Altln PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08

Actions Options Commands Features Help

CL/SUPERSESSION Main Menu More: +

Select sessions with a "/" or an action code.

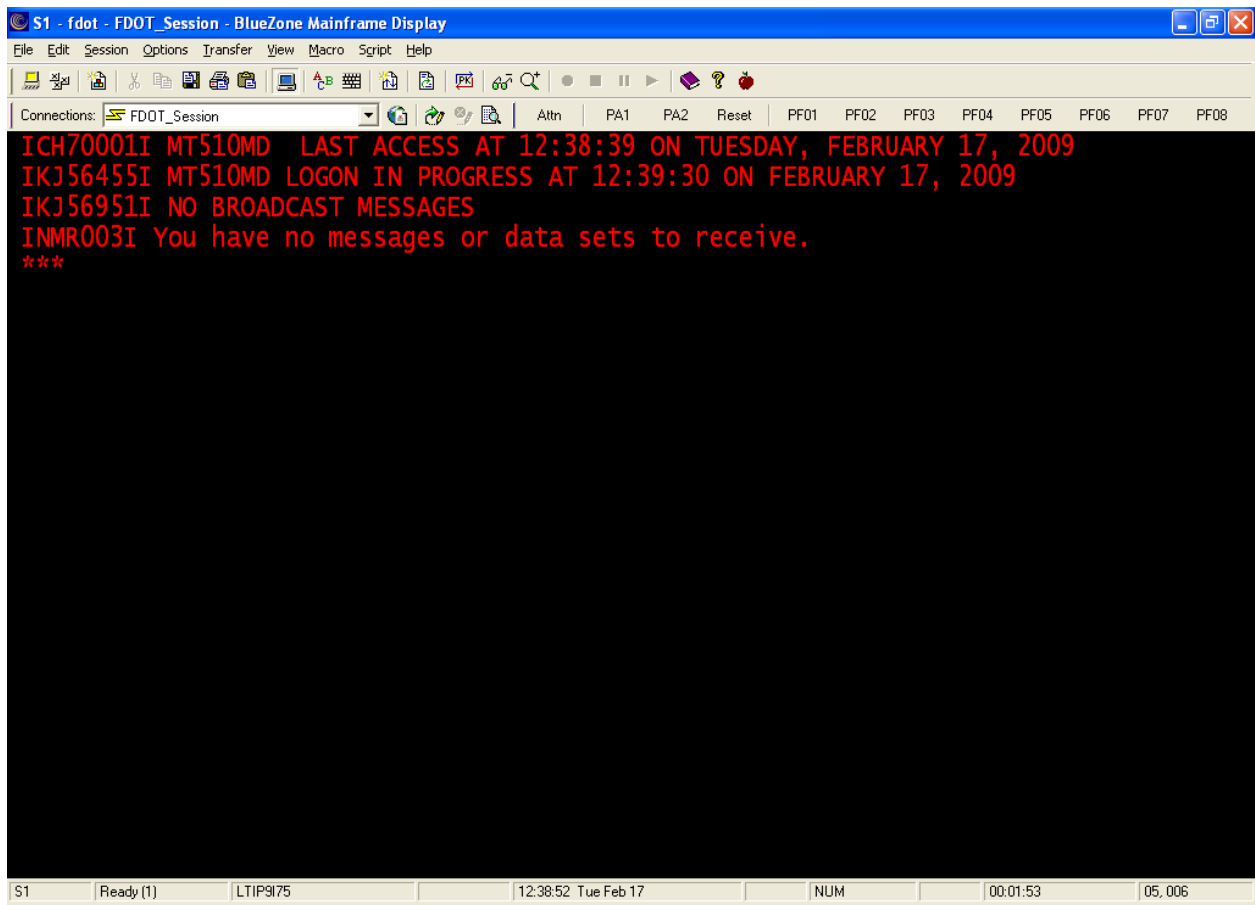
Session ID	Description	Type	Status
CICT2	Test CICS	Multi	
CICT3	Another Test CICS	Multi	
CICTZ	CICS Test Special	Multi	
PCR	Pavement Coring Report	Multi	
FM	Financial Management System	Multi	
EED	EED System	Multi	
/ TSO	TSO/E	Multi	
FLAIR	FLAIR System	Multi	
SAM1NVS5	FLAIR CompNet	Multi	
DGS	Dept. of General Services	Multi	
SPURS	SPURS System	Multi	
SPURS2	SPURS System (2nd session)	Multi	

Command ==> DOT1/LTIP9I75

Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action

S1 Ready (1) LTIP9I75 12:38:05 Tue Feb 17 NUM 00:01:06 15\_004

Select TSO, then press the enter key.



At this screen, press the enter key.

```
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session
----- MASTER APPLICATION MENU -----
1 ISPF/PDF - ISPF/Program Development Facility
2 RACF - Resource Access Control Facility
3 ICF - Information Center Facility
4 FOCUS - FOCUS
5 ENG - Use Engineering Programs and Services
6 IM - Information Management Systems
S SAS - SAS Display Manager
11 APPLICATIONS - DOT Application Systems

USERID - MT510MD
TIME - 12:40
TERMINAL - 3278
PF KEYS - 12

X EXIT - Terminate ISPF using list/log defaults

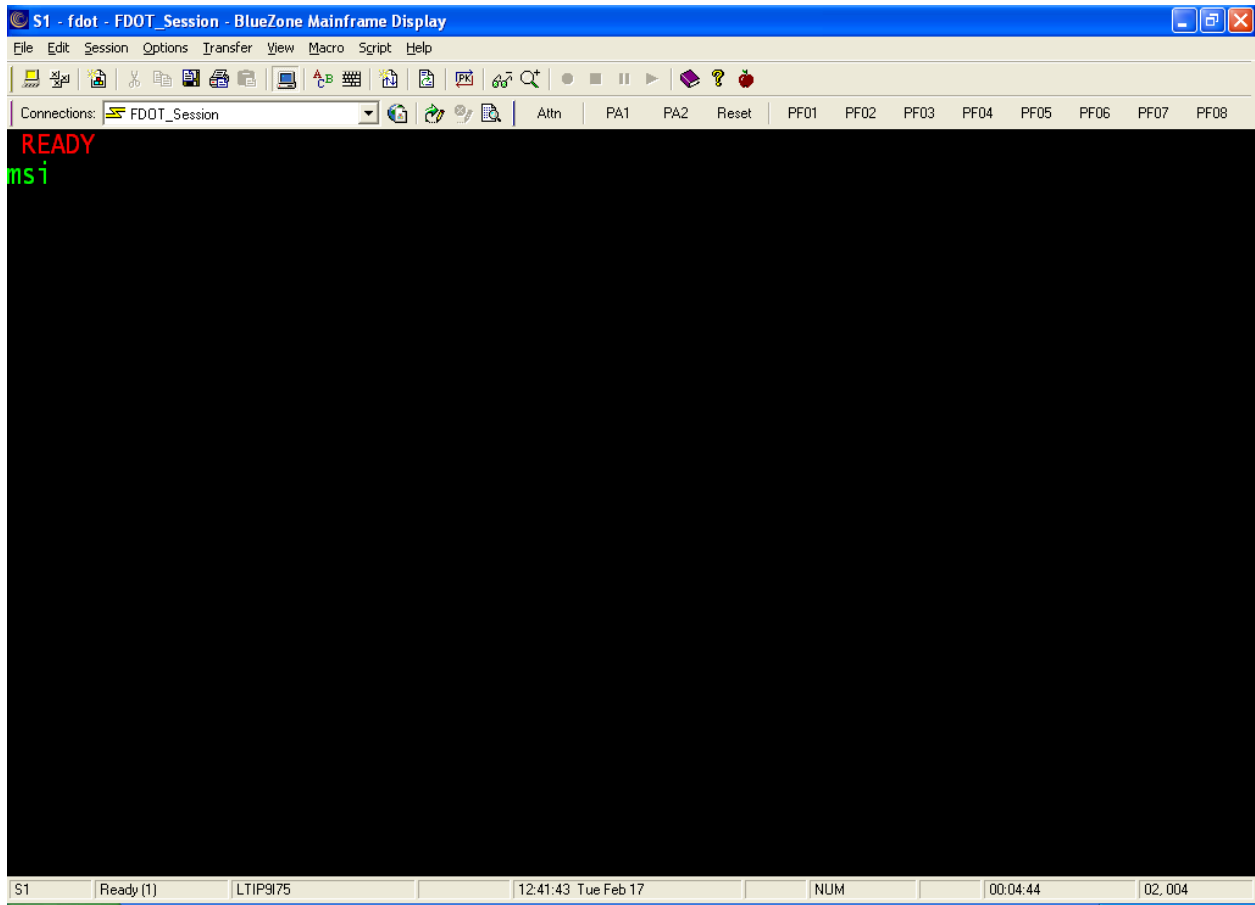
Enter END or press PF3 to terminate ISPF (go to TSO READY prompt).

Enter HELP or press PF1 to obtain information about the available options.
To view PF key definitions, type KEYS on COMMAND or OPTION line of any panel.

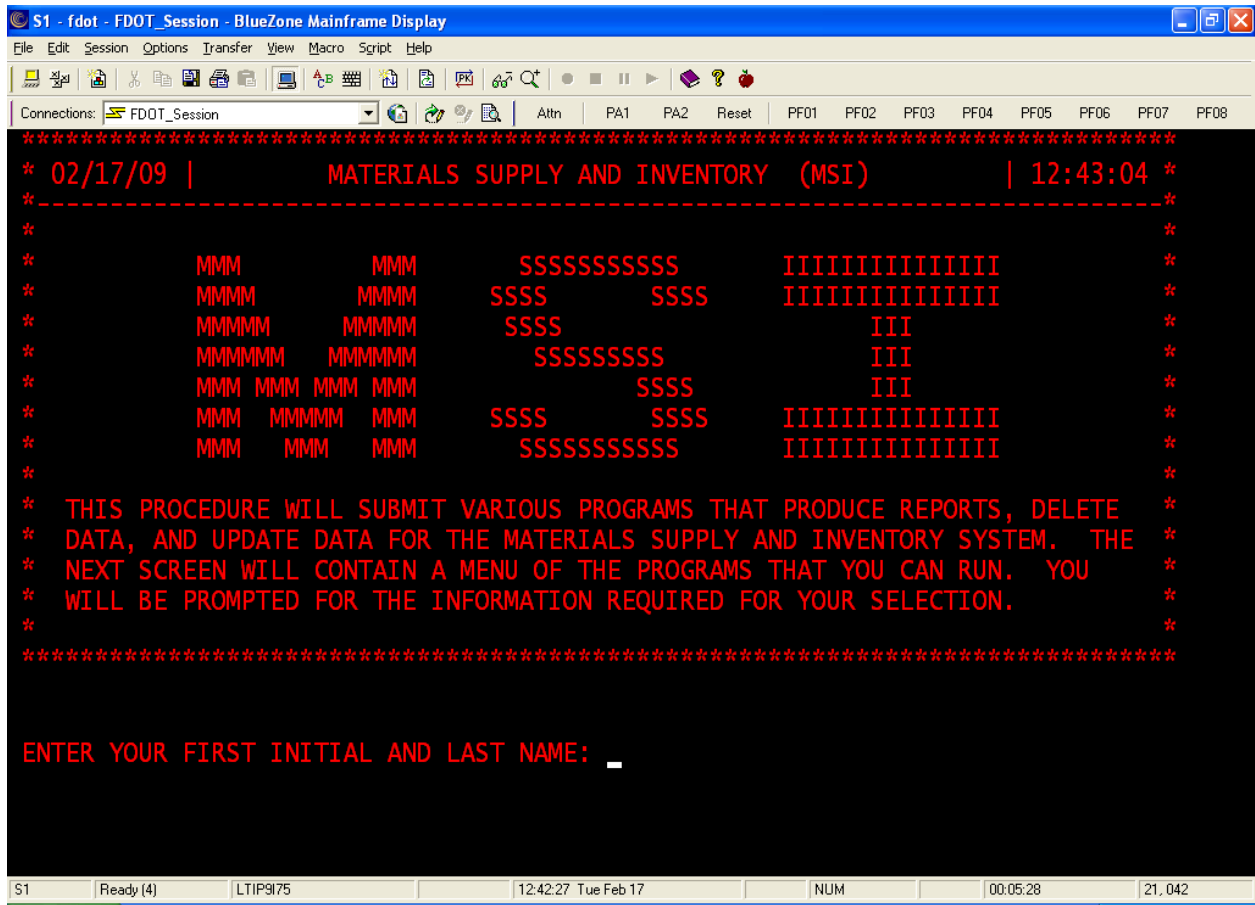
OPTION ===>

S1 Ready (2) LTIP9175 12:40:51 Tue Feb 17 NUM 00:03:52 24_015
```

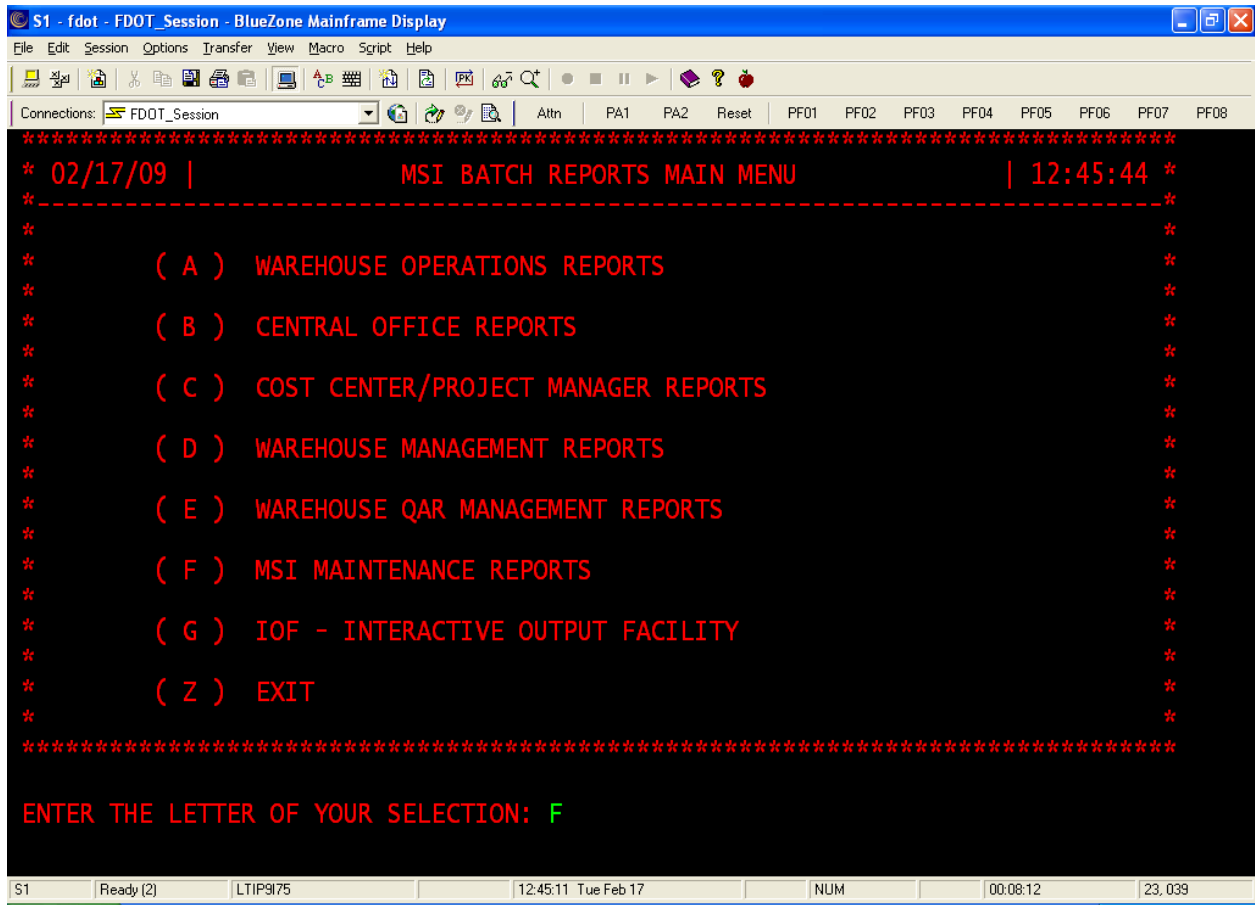
At this screen, press your F3 key or type the word "End" on the option line and then press the enter key. If a Disposition Request Screen comes up, type in the # 2, then press the enter key.



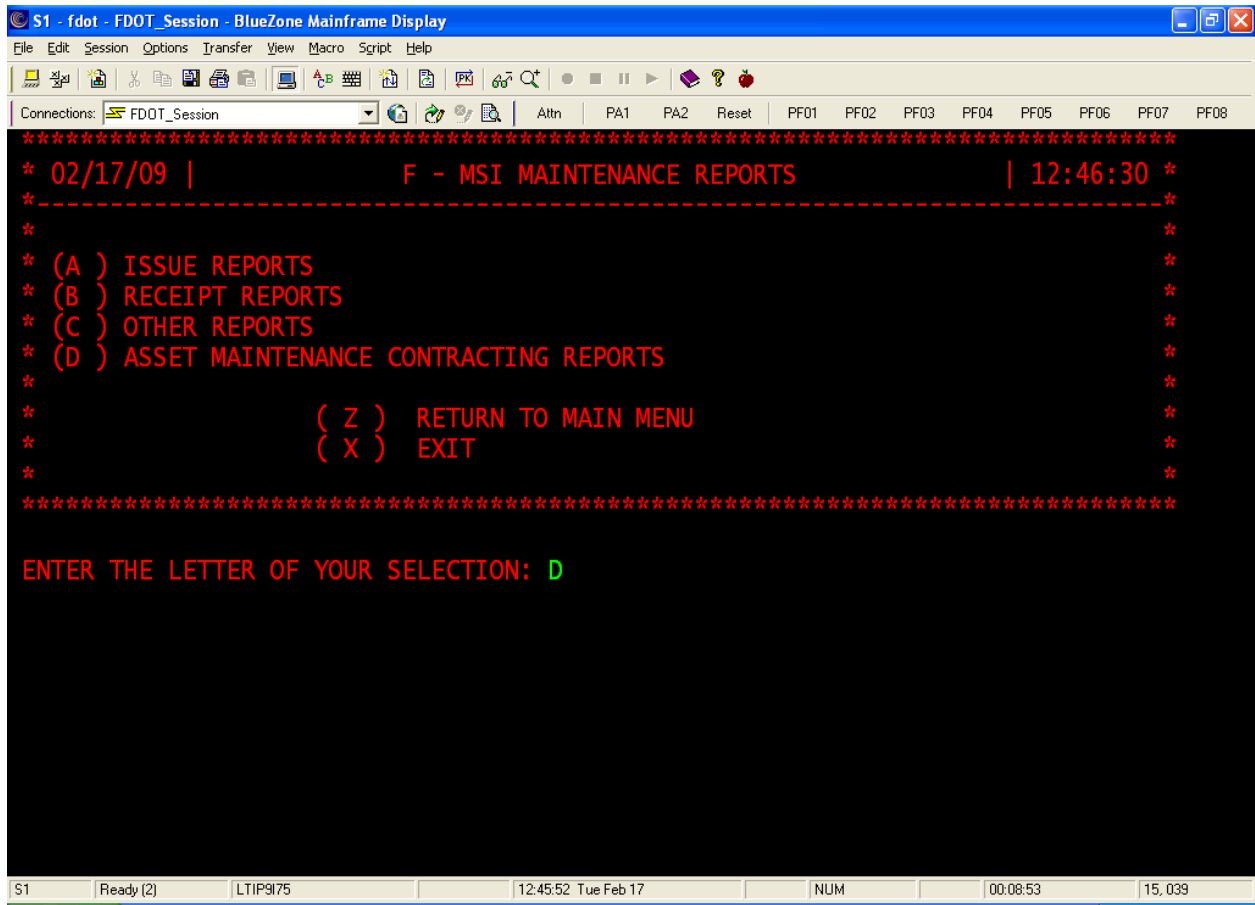
At the ready prompt type in the word "MSI", then press the enter key.



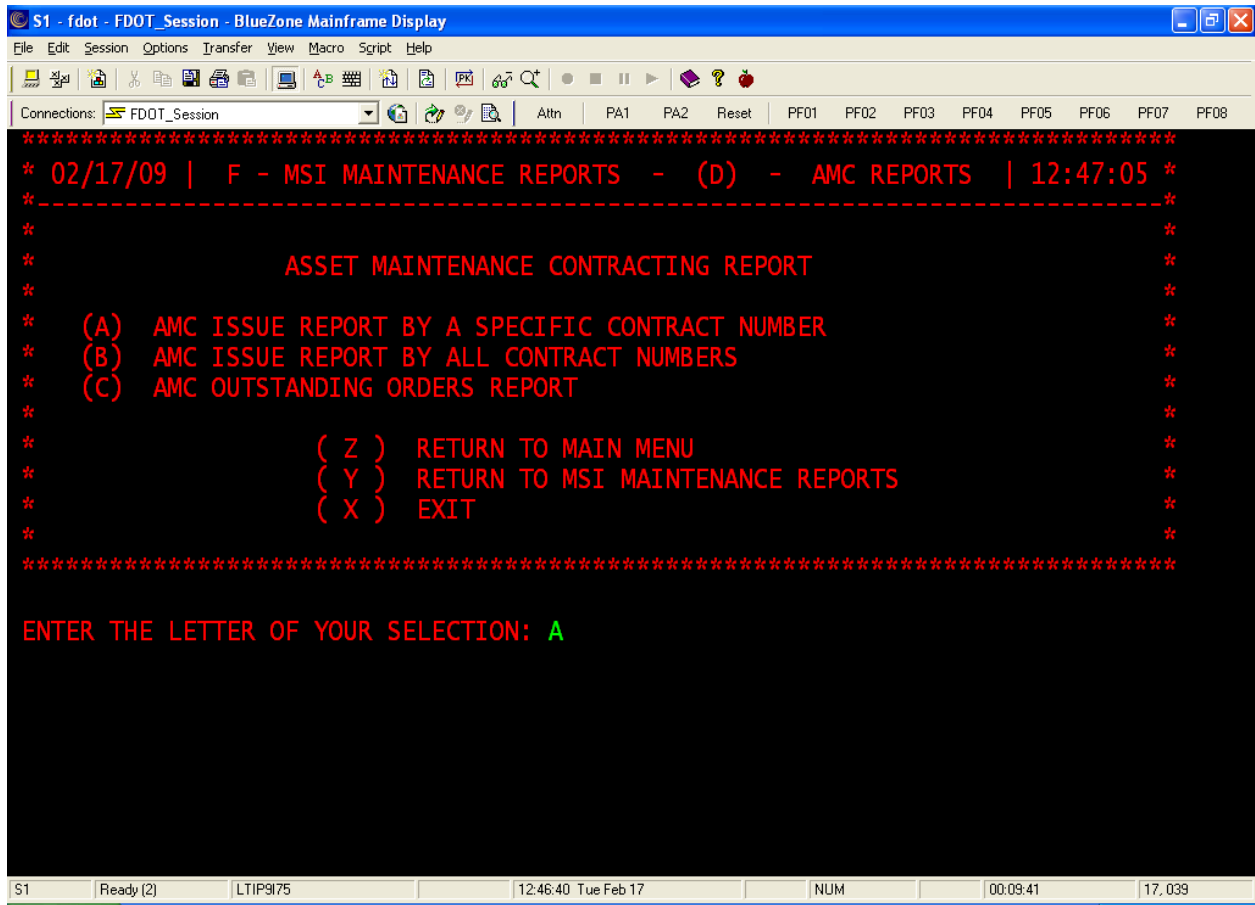
You may type in your information as asked for here or just press the enter key. The reason for you to type in you information, is so when you are printing any report from this program, your information will show on the cover page.



Next, you want to select letter "F". This will bring you to the report options.



Next you will want to select letter "D", then press the enter key.



Here you can choose to see the orders sorted by: specific contract, all, or outstanding orders. For this class we will look for the information by specific contract, so select letter "A", then press the enter key.

```
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session | AltFn | PA1 | PA2 | Reset | PF01 | PF02 | PF03 | PF04 | PF05 | PF06 | PF07 | PF08
*****
* 02/17/09 | F.D.A - AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# | 12:49:09 *
* ----- *
* THIS PROGRAM CREATES A REPORT OF THE ISSUES MADE TO THE ASSET MAINTENANCE *
* CONTRACTING GROUP FOR A SPECIFIC CONTRACT NUMBER AND A DATE RANGE. *
* *
* PLEASE SELECT ONE OF THE FOLLOWING OPTIONS: *
* ( A ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY ISTKDATE *
* ( B ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY FINPROJ *
* *
* ( Y ) RETURN TO ASSET MAINTENANCE CONTRACTING REPORTS MENU *
* ( Z ) RETURN TO MSI MAINTENANCE REPORTS MENU *
* ( X ) EXIT *
* *
*****

ENTER THE LETTER OF YOUR SELECTION: A

S1 | Ready (3) | LTIP9175 | 12:48:49 Tue Feb 17 | NUM | 00:11:50 | 18_039
```

On this screen, you have a choice as to how you wish to have this report sorted. For this training, select letter "A", then press the enter key.

```
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session AltFn PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08
*****
* 02/17/09 | F.D.A - AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# | 12:49:09 *
* ----- *
* *
* THIS PROGRAM CREATES A REPORT OF THE ISSUES MADE TO THE ASSET MAINTENANCE *
* CONTRACTING GROUP FOR A SPECIFIC CONTRACT NUMBER AND A DATE RANGE. *
* *
* PLEASE SELECT ONE OF THE FOLLOWING OPTIONS: *
* ( A ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY ISTKDATE *
* ( B ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY FINPROJ *
* *
* ( Y ) RETURN TO ASSET MAINTENANCE CONTRACTING REPORTS MENU *
* ( Z ) RETURN TO MSI MAINTENANCE REPORTS MENU *
* ( X ) EXIT *
* *
*****

ENTER THE LETTER OF YOUR SELECTION: A

ENTER THE CONTRACT NUMBER FOR THE REPORT: A0217_

```

Next type in your contract number, then press the enter key.

```
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session AltFn PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08
*****
* 02/17/09 | F.D.A - AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# | 12:49:09 *
* ----- *
* THIS PROGRAM CREATES A REPORT OF THE ISSUES MADE TO THE ASSET MAINTENANCE *
* CONTRACTING GROUP FOR A SPECIFIC CONTRACT NUMBER AND A DATE RANGE. *
* *
* PLEASE SELECT ONE OF THE FOLLOWING OPTIONS: *
* ( A ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY ISTKDATE *
* ( B ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY FINPROJ *
* *
* ( Y ) RETURN TO ASSET MAINTENANCE CONTRACTING REPORTS MENU *
* ( Z ) RETURN TO MSI MAINTENANCE REPORTS MENU *
* ( X ) EXIT *
* *
*****

ENTER THE LETTER OF YOUR SELECTION: A

ENTER THE CONTRACT NUMBER FOR THE REPORT: A0217

ENTER THE BEGINNING DATE (YMMDD) EG: 050131 : 060701

S1 | Ready (1) | LTIP9175 | 12:53:11 Tue Feb 17 | NUM | 00:16:12 | 22_055
```

Type in the beginning date of the requested report period (this could be the date of the renewal or if you want this monthly, then do this monthly), then press the enter key.

```
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session | AltFn | PA1 | PA2 | Reset | PF01 | PF02 | PF03 | PF04 | PF05 | PF06 | PF07 | PF08
*****
* 02/17/09 | F.D.A - AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# | 12:49:09 *
* ----- *
* *
* THIS PROGRAM CREATES A REPORT OF THE ISSUES MADE TO THE ASSET MAINTENANCE *
* CONTRACTING GROUP FOR A SPECIFIC CONTRACT NUMBER AND A DATE RANGE. *
* *
* PLEASE SELECT ONE OF THE FOLLOWING OPTIONS: *
* ( A ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY ISTKDATE *
* ( B ) AMC ISSUE REPORT FOR A SPECIFIC CONTRACT# SORTED BY FINPROJ *
* *
* ( Y ) RETURN TO ASSET MAINTENANCE CONTRACTING REPORTS MENU *
* ( Z ) RETURN TO MSI MAINTENANCE REPORTS MENU *
* ( X ) EXIT *
* *
*****

ENTER THE LETTER OF YOUR SELECTION: A

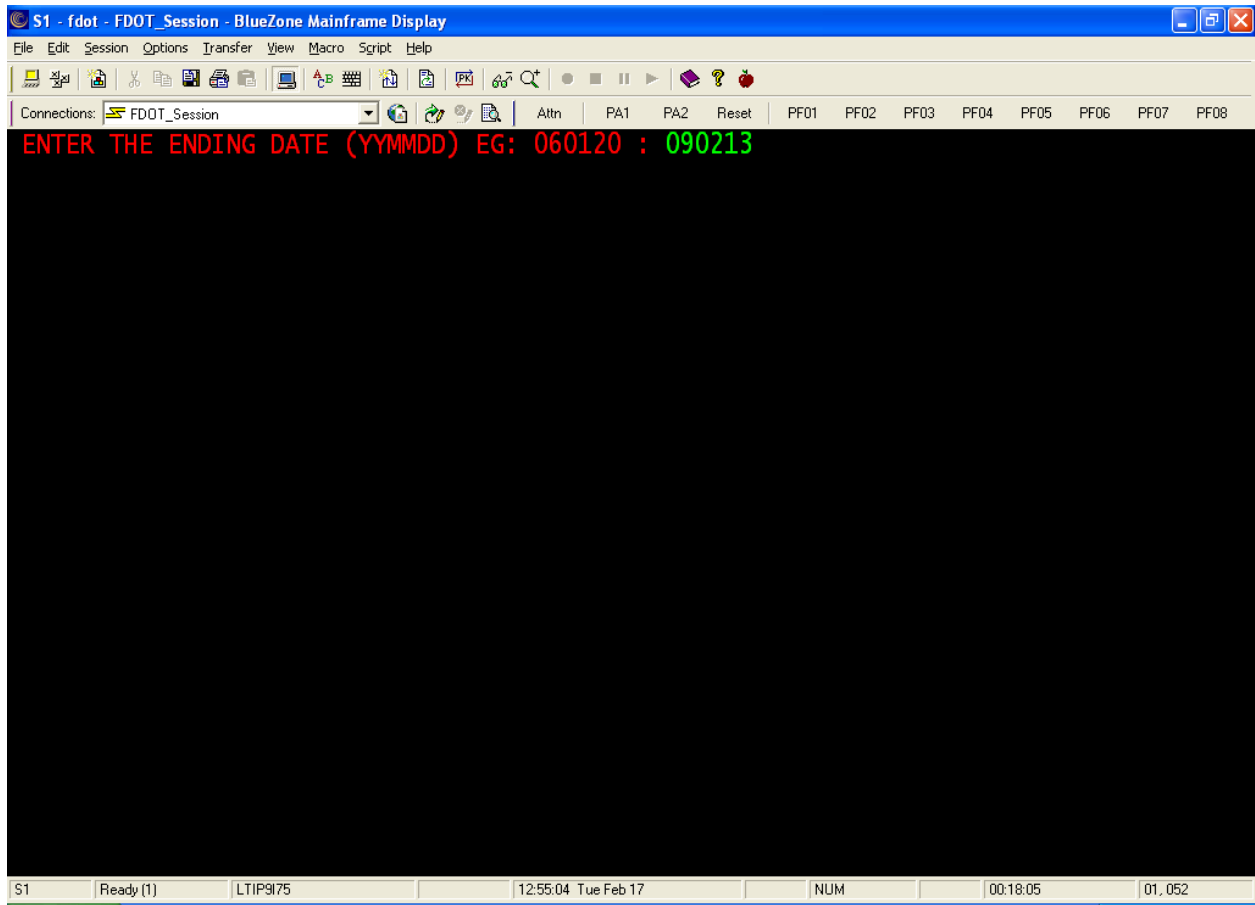
ENTER THE CONTRACT NUMBER FOR THE REPORT: A0217

ENTER THE BEGINNING DATE (YMMDD) EG: 050131 : 060701

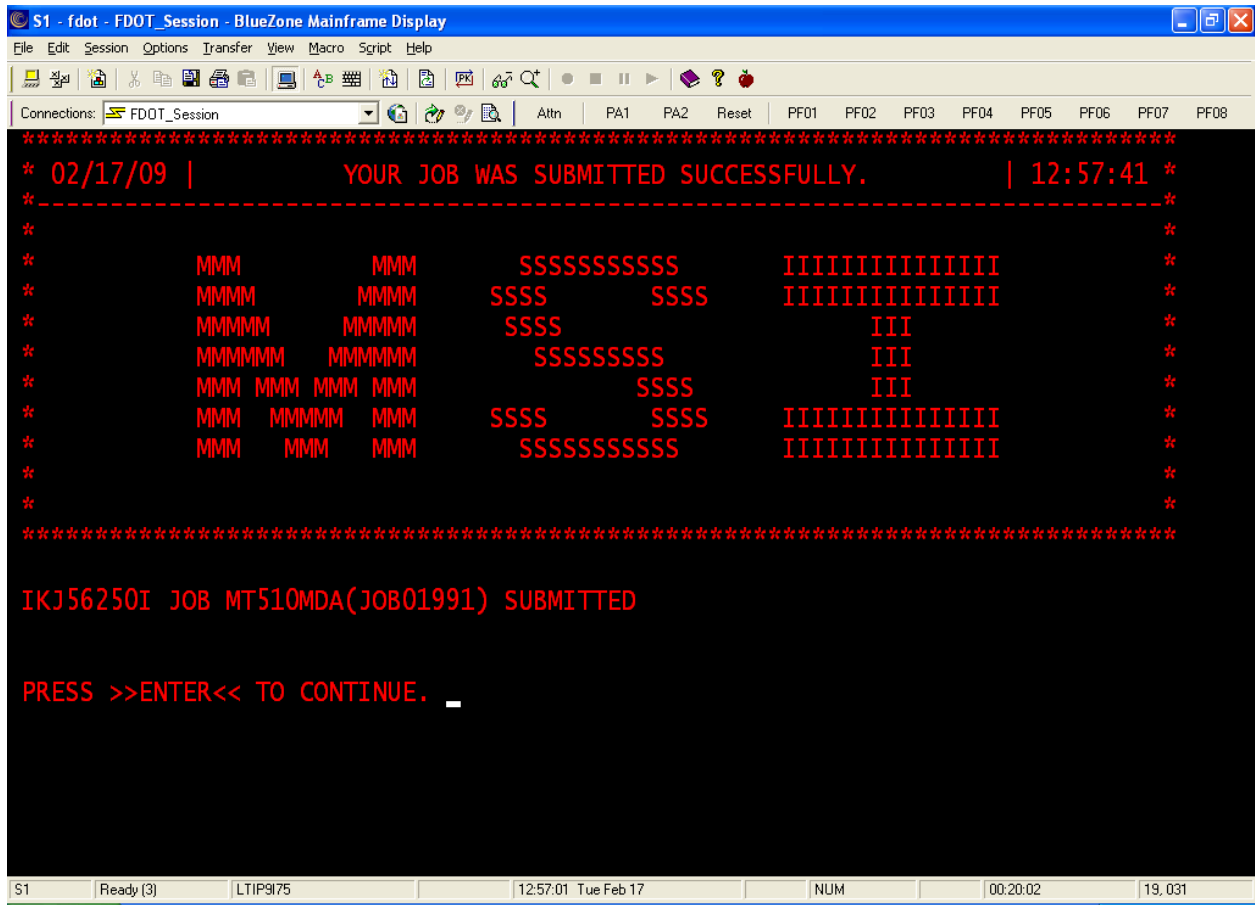
***
_

S1 | Ready (1) | LTIP9175 | 12:53:48 Tue Feb 17 | NUM | 00:16:49 | 24,006
```

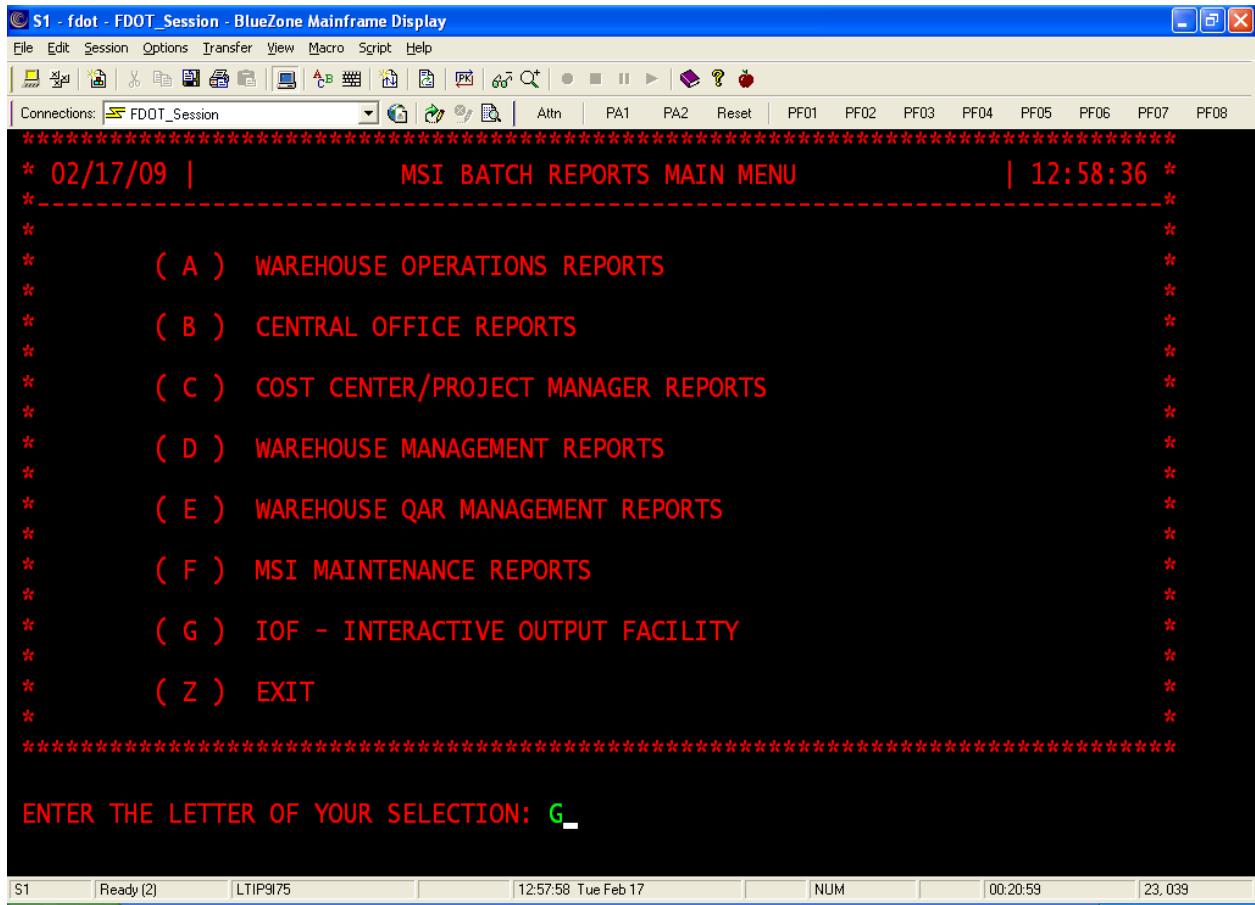
Remember, anytime you see three asterisk (\*\*\*), press the enter key.



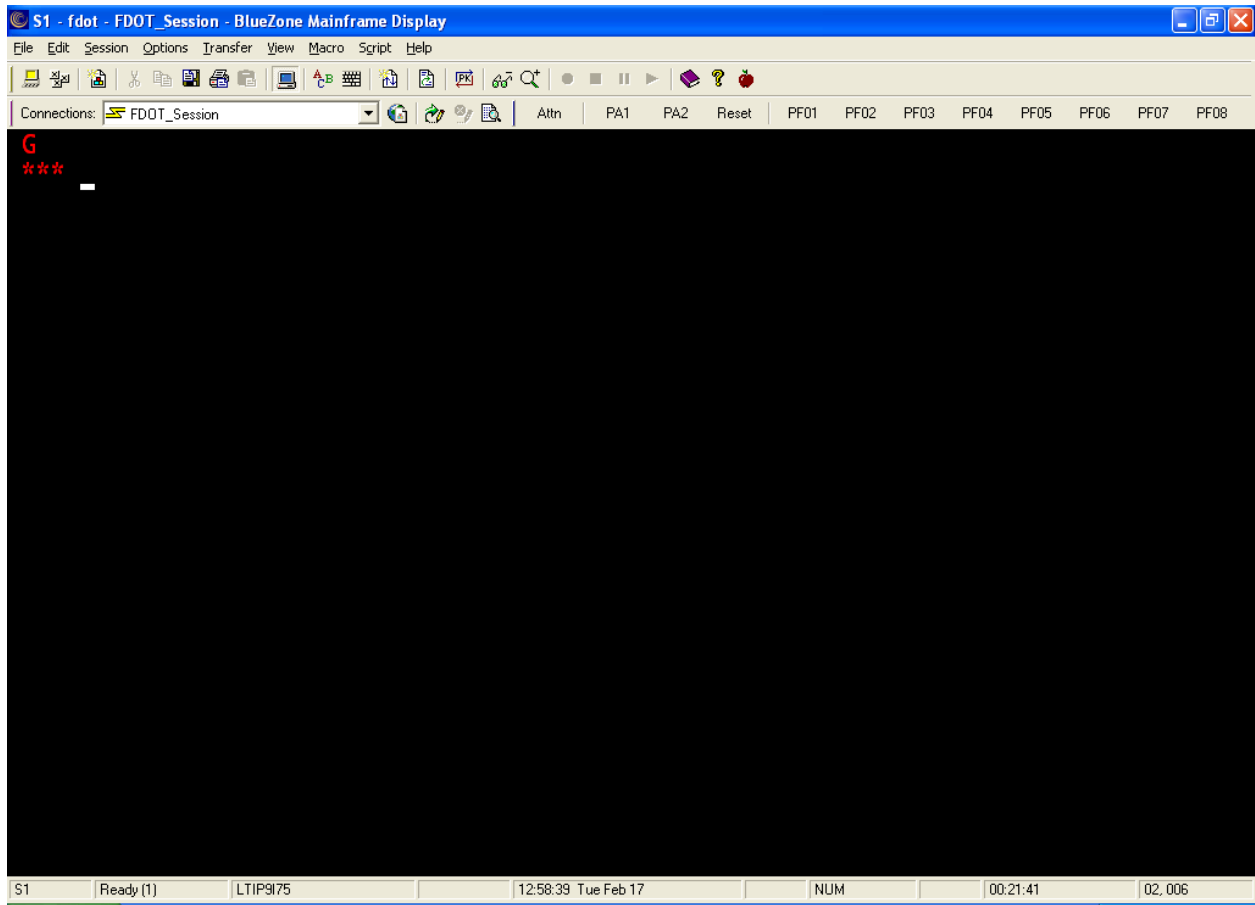
Type in the ending date of the requested report period, then press the enter key.  
By doing this, the report will give you the total amount.



This screen gives you the job number (JOB01991). Please write it down and then press the enter key.



To print the report, you must go to the IOF. Type in option “G”, then press the enter key.



Remember, anytime you see three asterisk (\*\*\*), press the enter key.

```
----- IOF Job List Menu -----( 1)-----
COMMAND ==> 1                                SCROLL ==> SCREEN
----- Output Jobs -----
-----JOBNAME--JOBID---ACT-STAT-OWNER----DEST/DEVICE-----RECS-HELD-DAY--TIME
_   1 MT510MDA J001991          MT510MD  LTEDT59M          135 048 12:57
```

The screenshot shows a terminal window with a blue title bar. The main content is a black terminal with white and green text. The terminal displays a menu for IOF jobs. The first job is highlighted in green. The status bar at the bottom shows session information: S1, Ready (1), LTIP9175, 12:59:24 Tue Feb 17, NUM, 00:22:26, 02\_016.

To be able to print the report, the job must be in the Output Jobs status. If you see your job number anywhere else, then that means it has not run yet. In this case, the report has already run. Type the number that is next to your job number (highlighted in green) at the command line then press the enter key.

```

S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session
----- IOF Job Summary -----
COMMAND ==> SCROLL ==> SCREEN
--JOBNAME--JOBID---STATUS---RAN/RECEIVED---DAY---DEST-----
MT510MDA J001991  OUTPUT   12:57   2/17/2009 TODAY   LTEDT59M
--RC--PGM-----STEP-----PRSTEP---PROC-----COMMENTS-----
  0 IKJEFT01  GO          STEP1    DB2PROC
-----DDNAME---STEP-----PRSTEP---STAT-ACT-C-GRP-D-SIZE-U-DEST-----
-  1 LOG      *          HELD     Q  1 H  17 L LTEDT59M
-  2 JCL      *          HELD     Q  1 H  50 L LTEDT59M
-  3 MESSAGES *          HELD     Q  1 H  41 L LTEDT59M
-  4 SYSTSPRT GO          STEP1    HELD     Q  1 H   8 L LTEDT59M
p  5 AMCISRPT GO          STEP1    HELD     a  1 H  19 L LTEDT59M
S1 Ready (1) LTIP9175 13:01:47 Tue Feb 17 NUM S1 - fdot - FDOT_Session - BlueZone Mainframe Display

```

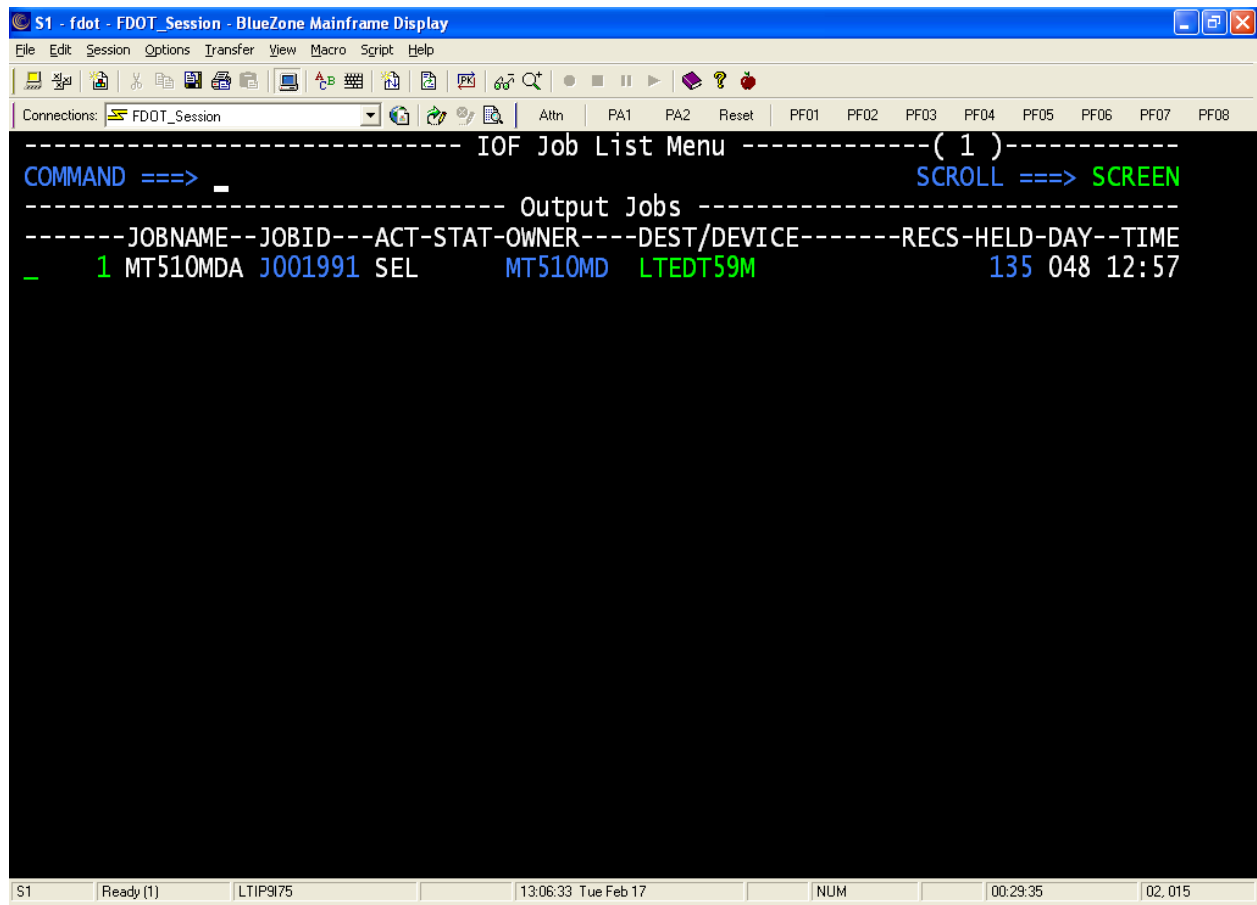
After you do that, this is the next screen you will see. The report is in option #5 (AMCISRPT). TO print it, you will put a letter "P" on the line next to number 5, then press you tab key. This will take you to the next field to change. You will overwrite the "Q" with an "A" then press the tab key again. This brings you to the Dest option. This is your printer name. If it says DOT, you must overwrite it with your printer destination. Then you will press the enter key.

```

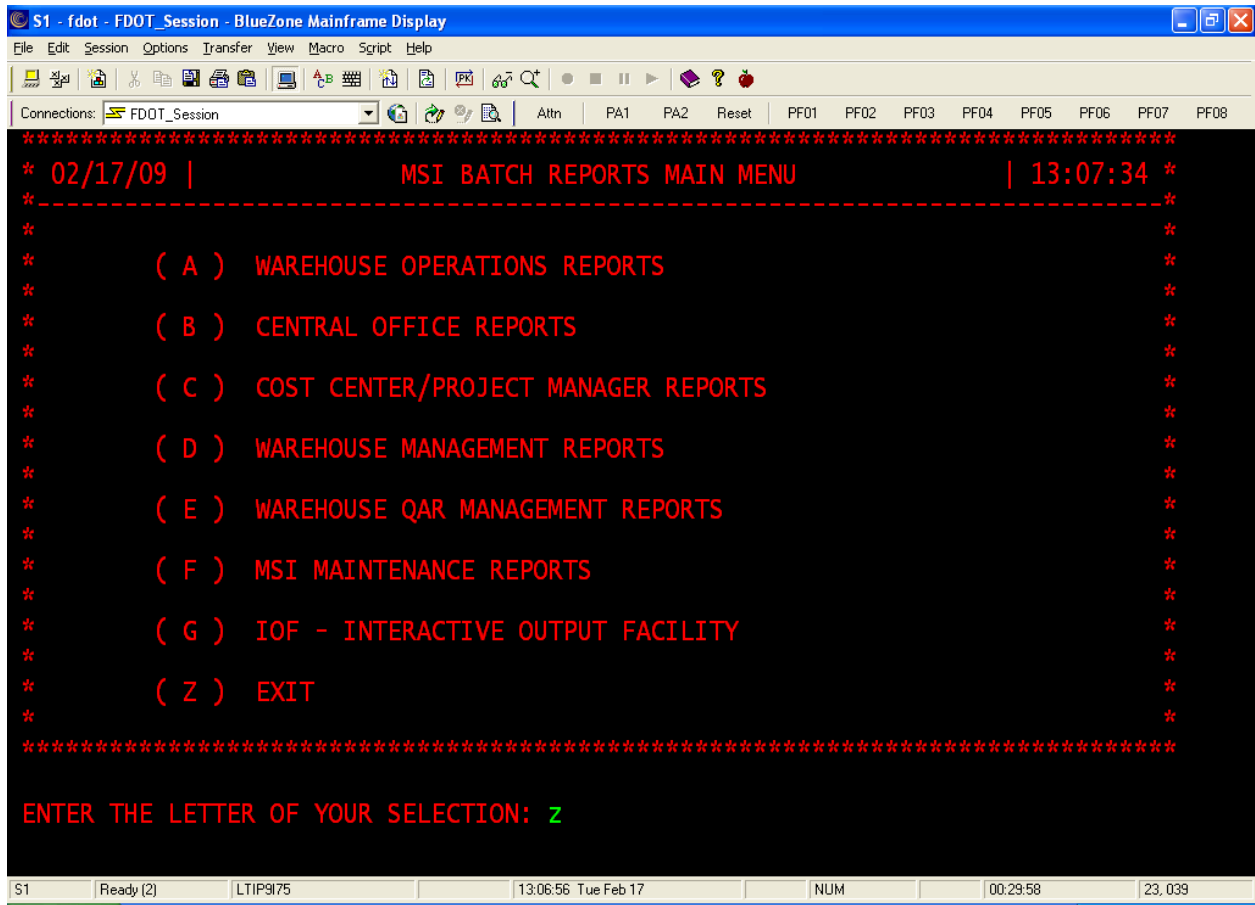
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session
----- IOF Job Summary -----
COMMAND ==> SCROLL ==> SCREEN
--JOBNAME--JOBID---STATUS---RAN/RECEIVED---DAY---DEST-----
MT510MDA J001991  OUTPUT   12:57  2/17/2009 TODAY   LTEDT59M
--RC--PGM-----STEP-----PRSTEP---PROC-----COMMENTS-----
  0 IKJEFT01  GO          STEP1    DB2PROC
-----DDNAME---STEP-----PRSTEP---STAT-ACT-C-GRP-D-SIZE-U-DEST-----
-  1 LOG      *          HELD    Q  1 H  17 L LTEDT59M
-  2 JCL      *          HELD    Q  1 H  50 L LTEDT59M
-  3 MESSAGES *          HELD    Q  1 H  41 L LTEDT59M
-  4 SYSTSPRT GO        STEP1    HELD    Q  1 H   8 L LTEDT59M
-  5 AMCISRPT GO        STEP1    HELD PRT Q  1 H  19 L LTEDT59M
-----
S1 | Ready (1) | LTIP9175 | 13:04:46 Tue Feb 17 | NUM | 00:27:48 | 02_015

```

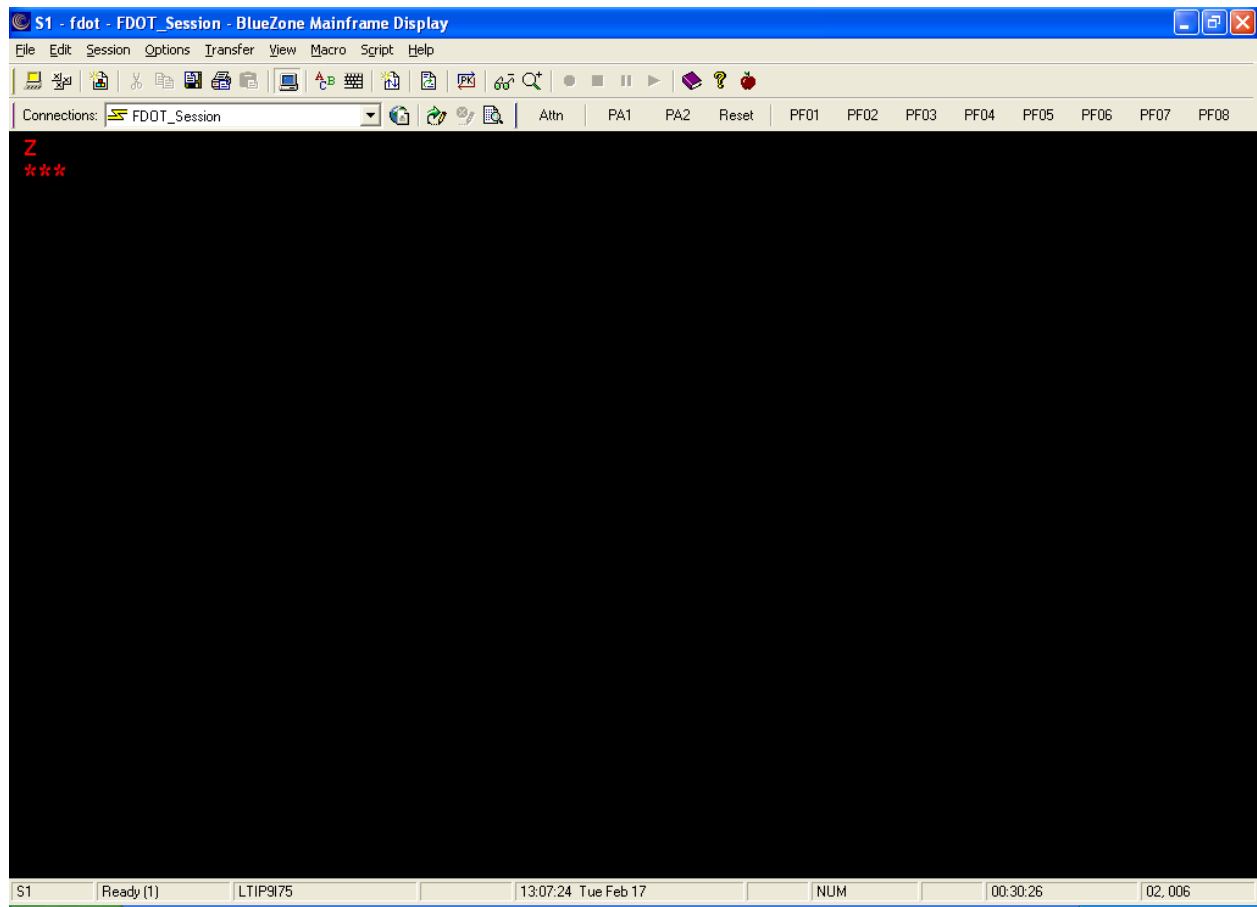
You will see this screen next. You will notice that the “P” and the “A” have dropped off and now you have in white letters “PRT”. This shows you that you have correctly submitted this job for printing. To get out of this screen, will need to press the F3 key.



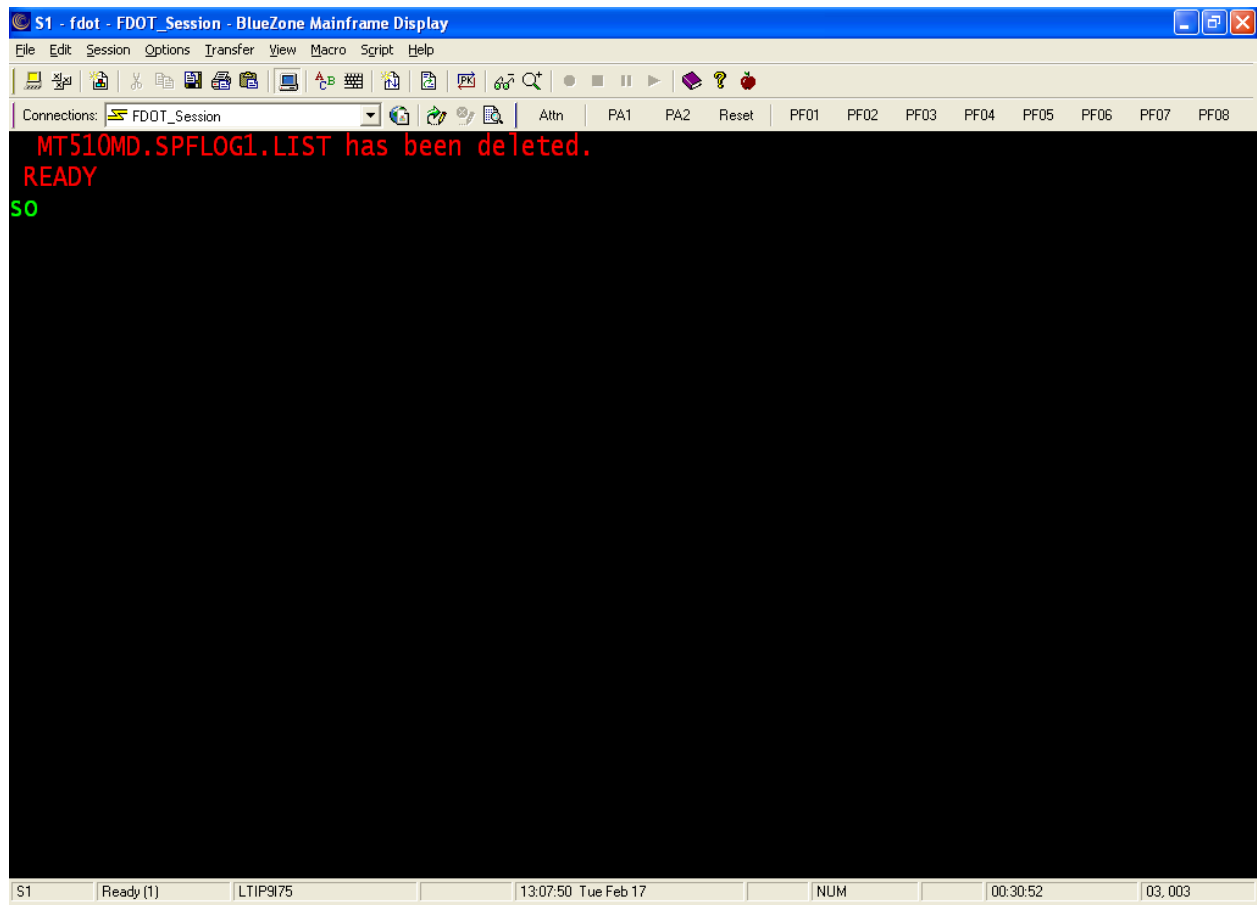
To get out of this screen, will need to press the F3 key.



To get out of this menu, you will need to type the letter "Z", then press the enter key.



Remember, anytime you see three asterisk (\*\*\*), press the enter key.



To get out of TSO, at the ready prompt, type in "SO", then press the enter key. After this action, close DOTNET like you normally would.