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INTRODUCTION

Miami-Dade County Public Schools and Information Technology Services (ITS) have acquired the Control-D Web Report Viewer for users to view and print reports via the Internet. M-DCPS employees who have been assigned RACF security access for WRPT Web Control-D Reports are permitted to use the Report Viewer. A user may see reports distributed to their assigned work location. The reports are exclusively available within the Intranet in the Employee Portal Web Applications.

Scheduled reports that are distributed by ITS are available for viewing. Reports remain available in the Report Viewer based upon the retention period set up by the project team that creates the report.

GETTING STARTED

To access the Portal,

▼ Open the Internet browser
▼ Type www.dadeschools.net

The Dadeschools.net page will display.

▼ Click Portal tab

The Log in screen will display.

▼ Type your user name
▼ Type your password
▼ Click LOGIN

The Employee Portal page will display.
CONTROL-D WEB VIEWER

From the **Employee Portal** page,

▼ **Click** Apps | Services | Sites tab

The Apps | Services | Sites page will display.

▼ **Click** Intranet (Access to the Mainframe and other applications)

The ITS Intranet Web Applications page will display.
The ITS Intranet Web Applications page is divided into two sections. Users may access any of the options displayed. This user guide will provide instruction for using the Control-D Web Report Viewer.

Applications are dependent on user’s authorization through RACF. User should see supervisor to obtain authorization.

Utilities & Links - Perform maintenance functions to change your password, School Board Agenda, M-DCPS letterhead templates, and RACF definitions.

From the ITS Intranet Web Applications page,

▼ Click Control - D Web Report Viewer

The Control-D Report List page will display.

If you are a first time user, a security warning message will display when you access the application. Also if you have a new computer that does not have the BMC Software installed, the same warning message will display.

▼ Click Yes to install the software
Viewing the Report List

All reports for the logged on user’s location will be displayed on this screen. The first 25 titles will be presented. Use the navigation arrows to request the next set of 25 report names.

1. **Type**
   - AFP in pdf format reports (formatted reports - letters and forms) or text reports.

2. **Report Name**
   - Report title.

3. **Product Number**
   - Identification number assigned to report title.

4. **Date**
   - Calendar date of report production.

5. **Pages**
   - Total number of report pages.

6. **Category**
   - Department description of report.

7. **Recipient**
   - Location number.

To view a text report,

▼ Place the cursor over the report name to display a drop-down menu.

▼ Scroll to View As and select PDF

Reports over 500 pages should be viewed in Native format by clicking on the report name.

To view an AFP report in PDF format,

▼ Click on the report name

Do not select html or Native format.
Viewing a Report

The selected report can be viewed, e-mailed, and/or printed. The toolbar enables additional viewing capabilities.

To view an individual report in the list,

▼ Select by placing the cursor over the Report Name to display a drop-down menu
▼ Scroll to View As and select PDF

The message to wait while the report opens will display on the page.

The selected report will display.
The report toolbar menu has features to assist users in viewing the reports.

Print reports

Email reports. This tool is not supported by all versions of Adobe. Save the file to the desktop as a pdf file and send as an attachment to a document for e-mail.

Search for a specific word or phrase throughout the report.

Use the Hand tool to view and move around all areas of the page.

Scroll and view various pages of a report.

The Loupe tool will magnify a portion of the report in a small window to see fine details.

Use the Zoom In and Zoom Out tools to magnify and reduce the view of a report.

Actual Page Size - 100% of the page which may not fit in the window.

Fill window - fill the window with each page.

Show page - resize the page to show one page at a time.

Note: Reports over 500 pages should be viewed in Native format. (See page 5). Reports greater than 6000 pages may result in a system failure. These reports should be viewed using REPT in the CICS system.
Printing a Report

Control-D Web reports (or selected pages) can be printed. Reports can be saved as a pdf file to a computer and sent as an attachment by e-mail.

On the **Report View** screen,

▼ **Select**  

to display the Print window

On the **Print** window,

▼ **Verify**  

Printer ID  
Print Range of pages to be printed (50 page limit)  
Number of copies  
Page orientation

▼ **Select**  

OK

**Note:** If your print window looks different from the example above, the look and feel of the Print window depends on the computer’s Operating System.
Filtering the Report List

The filter is used to streamline the list of reports that will be presented. Filtering the report list is useful when the report list is very long and the user only needs to view a subset of the reports for their location.

The filter parameters will remain as specified throughout the duration of the session. The filtered list can be saved for future use or cancelled. A new filter can be selected to change the filter parameters.

To apply filter parameters, from the Report List screen,

▼ Select

The Filter Report List page will be displayed.
The Filter Report List page contains three tabs for defining filtering criteria. Any number of parameters from any or all of these screens may be used.

1. **Report Parameters**  
   Specific report properties including report name and recipient (location number).

2. **Date & Time**  
   Filter report criteria by date and time characteristics such as decollated (processed) date, ordered date or run date. A specific date range or period of time can also be filtered.

3. **Report Type**  
   Text and AFP report types. *(See page 5)*

4. **Save**  
   Saves a filter definition.

5. **Delete**  
   Deletes a filter definition.

6. **Apply**  
   Changes the report selection criteria according to parameters of the filter, displaying a new report list.

7. **Default**  
   Restores all filter parameters to their default.

8. **Report Status**  
   Active reports are displayed in Web Viewer.
Filtering the Report List with Report Parameters

The Report Parameters tab is automatically selected when the Filter option is selected. Any or all of the displayed fields or parts of fields can be entered.

1. Report Name  
   Report name or portion thereof; ex. STUDENT LOCATOR or portion STUD* or *LOCAT*. If the full report name is not entered, use * for the missing portions.

2. Job Name  
   Not used.

3. Product Number  
   Job number that produced the report; ex. T22*.

4. Category  
   Category or major application name; ex. MSAF*.

5. Recipient  
   Location number; ex. enter LOC9414. User is authorized to view reports for their location only.

On the Filter Report List screen with Report Parameters tab selected,

▼ Type  
   the specific parameters to be filtered

▼ Select  
   Apply

The Filtered Report List will be displayed.
Filtering the Report List with Date and Time

The report list can be filtered to display reports decollated by a specific date and time.

1. **Date Type**
   - Decollated status.

2. **Date From: To**
   - Enter a range of dates with format mm/dd/yyyy.

3. **Period**
   - Pull down selection window of last number of days to be included in report filter.

4. **Time From: To**
   - Time of decollation. Use only if the same report has been run several times on the same day.

5. **Filter Name**
   - Saved filter definitions.

From the **Filter Report List** on the **Date & Time** tab,

▼ **Select** the specific fields to be filtered

▼ **Select** **Apply**

The **Filtered Report List** will be displayed.
Filtering the Report List by Report Type

The Control-D Web Viewer supports text and AFP reports. The list of reports displayed can be filtered by report type. *(See Text or AFP icons on page 5)*

From the Filter Report List on the Report Type tab,

▼ **Deselect** Any report types not desired in the filtering process.

▼ **Select** **Apply**

The filtered report list will be displayed. Select a report to view, e-mail in pdf format, and/or print. *(See page 6)*
## Viewing the Filtered Report List

The **Filtered Report List** will display all reports meeting the filtered criteria. Scroll to the right and to the bottom to view all information. Select the Cancel Filter to return to the main report list. The Filter icon on the right side of the screen denotes that the view is a filtered report list.

### Report List

<table>
<thead>
<tr>
<th>Type</th>
<th>Report Name</th>
<th>Product Number</th>
<th>Date</th>
<th>Count</th>
<th>Report Name</th>
<th>Product Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Menus</td>
<td>M81F8403-01</td>
<td>09/04/2013</td>
<td>3</td>
<td>FOOD-SCHOOL-RPT-1OF2</td>
<td>LOC9942</td>
<td></td>
</tr>
<tr>
<td>Mgr Forecast-Sch-Job</td>
<td>M81F8105-01</td>
<td>09/04/2013</td>
<td>4</td>
<td>FOOD-SCHOOL-RPT-1OF2</td>
<td>LOC9942</td>
<td></td>
</tr>
<tr>
<td>Lunch Menus Web</td>
<td>M81F8400-02</td>
<td>09/04/2013</td>
<td>3</td>
<td>FOOD-SCHOOL-RPT-1OF2</td>
<td>LOC9942</td>
<td></td>
</tr>
<tr>
<td>Storage Issue</td>
<td>M81F5110</td>
<td>09/04/2013</td>
<td>4</td>
<td>FOOD-SCHOOL-RPT-2OF2</td>
<td>LOC9942</td>
<td></td>
</tr>
<tr>
<td>School Orders</td>
<td>M81F5054-02-SCH</td>
<td>09/04/2013</td>
<td>6</td>
<td>FOOD-SCHOOL-RPT-1OF2</td>
<td>LOC9943</td>
<td></td>
</tr>
<tr>
<td>On Line Report/Loc</td>
<td>M81F3000-01</td>
<td>09/04/2013</td>
<td>4</td>
<td>FOOD-SCHOOL-RPT-1OF2</td>
<td>LOC9943</td>
<td></td>
</tr>
<tr>
<td>Breakfast Menus</td>
<td>M81F8400-01</td>
<td>09/04/2013</td>
<td>3</td>
<td>FOOD-SCHOOL-RPT-1OF2</td>
<td>LOC9943</td>
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<td>Lunch Menus Web</td>
<td>M81F8400-02</td>
<td>09/04/2013</td>
<td>3</td>
<td>FOOD-SCHOOL-RPT-2OF2</td>
<td>LOC9943</td>
<td></td>
</tr>
</tbody>
</table>

- **Cancel Filter**: Cancels the filter criteria and causes an unfiltered list to appear.
- **Filter**: Option for selection of specific criteria for viewing a reduced list of reports. Select to change filter parameters.
- **Logout**: Terminates the **Control-D Web Report Viewer** session and returns user to the M-DCPS Intranet Web Applications screen.
- **Help**: Activates online help system.
- **Sort**: Arrow buttons enable access to alternate report sets (next 25 reports).
- **Sort**: Assists the user in displaying the report list by sort criteria.
Using Search

The Search option enables you to search an entire report for a specified word or phrase.

From the Report View page on the left window pane,

▼ Click Search icon

The Search window pane will open.

▼ Type word or phrase of text in the text field and specify any additional criteria by checking the applicable box(es).

▼ Click Search

If the search word or phrase is found, the first report page containing the match is displayed in the Report View window.

NOTE: The Search function may display differently depending on the version of Adobe Acrobat Reader installed in your computer. [Adobe Acrobat 8 was used to create the sample above.]
In the **Report View** window, the currently selected match is highlighted; subsequent matches are listed in the **Results** window.

To clear a previously defined search criteria, ▼ **Click** New Search
Logout

To Logout of the Control-D Web Report Viewer,

▼ Select Logout

The Logout process will return the user to the ITS Intranet Web Applications page.

▼ Select Log off to close the M-DCPS Intranet
Whom to Contact for Assistance

For additional assistance with Control-D Web Viewer, please submit a HEAT Self Service incident request at: http://selfservice.dadeschools.net.