

DHS MAINFRAME APPLICATION

Instructions for Viewing and Printing

ViewDirect report SJH2520R-A

●OPI Monthly Expenditure Report●

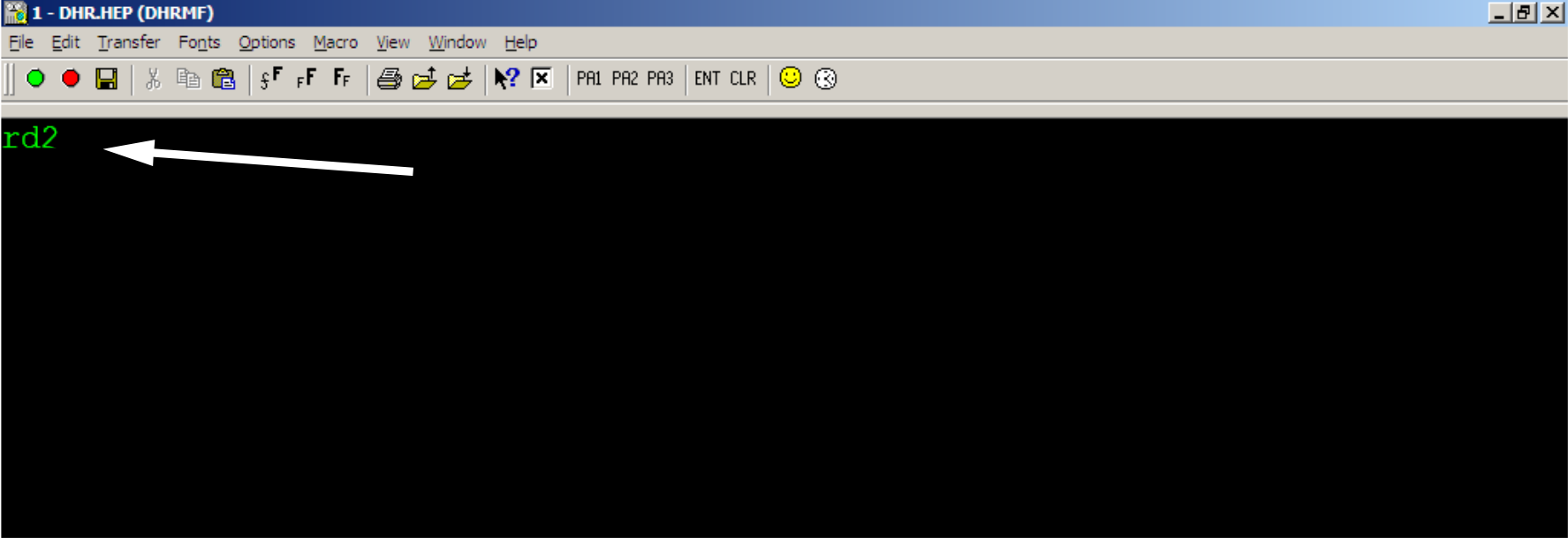
Note: Instructions use lowercase letters, however, you may use capital or lowercase letters

1. Log in to the Mainframe (aka DHR, DHS, Host Explorer or Hummingbird)
2. Clear screen and type: rd2
3. Press <enter> - You should now be on the ****ViewDirect*** Viewing Menu* screen
4. Your cursor should be to the right of the field titled "Type Recipient ID":
5. Type hs and the 4 digit branch you wish to access e.g., hs0512 Press <tab>
6. Your cursor should be to the right of the field titled "Password"
7. Type the branch # you used in the Recipient ID e.g., 0512
8. Press <tab> two times (you should be at the *Report/Topic/Queue ID* field now)
9. Type: sjh2520r-a (that is a zero not an 'o')
10. Press <enter> (the page you now see should be titled **** REPORTS ****)
11. Type an x in the blinking field (cursor defaults to the report you indicated you want)
12. Press <enter>
13. Type an x on the red line of the report you wish to see (date is YYYY-Month-Day)
14. Press <enter> (Use Print icon if you wish to print the page)
15. Press F3 twice to return to the *Viewing Menu* screen

Continue with steps 15 – 17 until you've pulled the report for each branch in your district.

16. Repeat steps 4 – 6 then press <enter>
17. Repeat steps 10 – 13
18. Press F12 to exit

Screen prints walking you through the screens follow this page



COMMAND ==>>

TIME: 151756

*** ViewDirect ***
VIEWING MENU

RECIPIENT ID: HS0612
PASSWORD: █



VERSION: 6.2
TAPE VOLSER: LC6852

ACCESS OPTIONS: R (R/T)

R=REPORT
T=TOPIC

REPORT/TOPIC/QUEUE ID: sjh2520r-a
VERSION: _____
SECTION: _____



DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
DISPLAY LIST OF VERSIONS: YES (YES/NO)
DISPLAY SECTION INDEX: NO (YES/NO)

PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK
PF07=UP PF08=DOWN PF09= PF10=LEFT PF11=RIGHT PF12=QUIT

COMMAND ==>

TIME: 114617

*** REPORTS ***

OPTION REPORT ID REPORT NAME

- X SJH2520R-A OPI MONTHLY EXPEND REPORT
- SJH5400R-A FEDERAL UNEMPLOYMENT TAX ASSESSMENT
- SJH5400R-B FEDERAL UNEMPLOYMENT TAX ASSESSMENT DETAIL
- SJH5430R-A PAID VOUCHER SUMMARY HISTORY FOR HK PROVIDERS
- SJH5430R-B PAID VOUCHER DETAIL HISTORY FOR HK PROVIDERS
- SJH5610R-A CLIENTS THAT HAD WCD SERVICES PROVIDED
- SJH6415R-A CEP PROVIDER RETENTION
- SJM0210R-B NAME / SOCIAL SECURITY NUMBER DISCREPANCIES BY BRANCH
- SJM0305R-B TERMINATED PROVIDERS
- SJM0315R-A PROVIDERS DUE FOR REVIEW IN 1 MONTH
- SJM0315R-B PROVIDERS DUE FOR REVIEW IN 2 MONTHS
- SJM0315R-C PROVIDERS DUE FOR REVIEW IN 3 MONTHS
- SJM0320U-A PROVIDER CREDENTIALS ENDED - NOT WORKING IN THE PAST YEAR
- SJM1260R-A ERROR REPORT - INVALID MMIS RECORD TYPE
- SJM1260R-B TOTAL REPORT - ALL MMIS RECORD TYPES



PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK
PF07=UP PF08=DOWN PF09= PF10=LEFT PF11=RIGHT PF12=QUIT

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