

Headquarters Air Mobility Command

NAVIGATING FOCUS REPORTS

HOW TO FIND, UPDATE AND CUSTOMIZE

Unrivaled Global Reach for America ... ALWAYS!

FIRST AND FOREMOST

If you have not attended a FOCUS Class → **SIGN UP ASAP!!!!**

This guide will in no way replace the training you will receive by attending the class.

It has been designed to be user friendly and useful either way, so that you will not be left in the dark while waiting for the next class.

But you will find it to be SO MUCH MORE so once you have the basic knowledge of FOCUS report writing.

There is also a FOCUS training manual located off the Global Reach page at:
<https://amclg.csd.disa.mil/trainingmanuals.aspx>

***** THIS GUIDE WILL NOT COVER INSTRUCTION ON FOCUS WRITING *****

FOR THE NEXT AVAILABLE CLASS OR A LIST OF UPCOMING CLASSES

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NAVIGATING FOCUS REPORTS

ACCESSING FOCUS REPORTS

SCREEN 9058 ***No - No - No***

The number one error new Analysts and Go81 Managers make when accessing FOCUS reports is using screen 9058!

Screen 9058 is an access portal for those outside of the Analysis/Go81 Managers office who want/need to run products for their shops directly.

Accessing the reports using 9058 only allows minimal, if any, updating capabilities.

For the most part, they are “EXECUTE” only.

***The ability to change some routine items (dates, tail numbers, etc.) can be built into the FOCUS by the Analyst/Go81 Manager.

ACCESSING FOCUS REPORTS

Screen 9029 *** Yes - Yes - Yes ***

This is our POWER ZONE!



When FOCUS reports are accessed through 9029, you have the ability to do anything you want to any part of the report.

So... let's get started on your 9029 TOUR!

ACCESSING FOCUS REPORTS

The screenshot shows a web browser window with the URL <https://webg081.cad.dcaa.mil/WebG081/Program/F9029.aspx>. The page title is "Web G081/MAF LOG C2 Air Mobility Command". The user is logged in as "MAM0PAY" and the batch update and execution ID is "F9029". The interface includes a search bar, a menu with "Program Listing", "Printers", "News", "Links", "Training", and "Help", and a main form area with various input fields and buttons. The form fields include "Action" (dropdown), "Base", "Shop", "Job", "Org", "Dest", "Forms", "Copies", "Class", "Msg Class", "Max Print", "Max Run", "Date/Time Last Run", "Date/Time/L Term Last Update", "Copy To" (with "Base", "Shop", "Job" sub-fields), "Key", "Title", "Sys Msg", "Sys Out", and "Update". At the bottom, there are "Submit" and "Clear" buttons, a status bar with "Ready...", and footer information including "Zulu D: 362 T: 20:16:53", "Local D: 362 T: 14:16:53", "FOR OFFICIAL USE ONLY", "© 2009-2015 Air Mobility Command Version: 1.0.0.0(YS)", "Previous Login: 12/28/2015 19:01Z from IP: 132.3.41.68 | Last Data Change: 12/28/2015 18:09Z | Last Failed Login Attempt: 09/14/2015 13:47Z from IP: 132.3.29.68", and "Accessibility/Section 508".

ACCESS

EDIT

UPDATE

COPY

CREATE

DEFINE

MANAGE

SHARE

Although the possibilities are not endless... There are plenty enough to make it

FUN!

TOURING 9029

Let's start by dissecting the pieces of this screen.

The first thing you want to know is where to find the instructions, right?

Well... they've made it really easy. Every screen in Web Go81 will have a  in front of the program number in the heading. Click on that and the Help Page will pop-up!

This will give you detailed descriptions of each field and possible inputs that can be used.



Batch Update and Execution
 **F9029**

TOURING 9029

HEADER

When you first go to screen 9029, this view is referred to as the **Header**

This is where you define your FOCUS report in the creation stage... Or request a specific report for updating and editing

Only Analysts and Go81 Managers will have access to make changes in this area

Although 9058 routes you to 9029 to make updates, you **CANNOT** edit the header if you access this page from a 9058 re-route

Web G081/MAF LOG C2
Air Mobility Command

Batch Update and Execution
F9029

Logged in as MAMOPAY: Sign Out

Search

Program Listing Printers News Links Training Help

Action

Base Shop Job

Org Dest Forms Copies

Class

Msg Class

Max Print Max Run

Date/Time Last Run

Date/Time/LTerm Last Update

Copy To

Base Shop Job

Key

Title

Sys Msg

Sys Out

Update

Submit Clear

Ready...

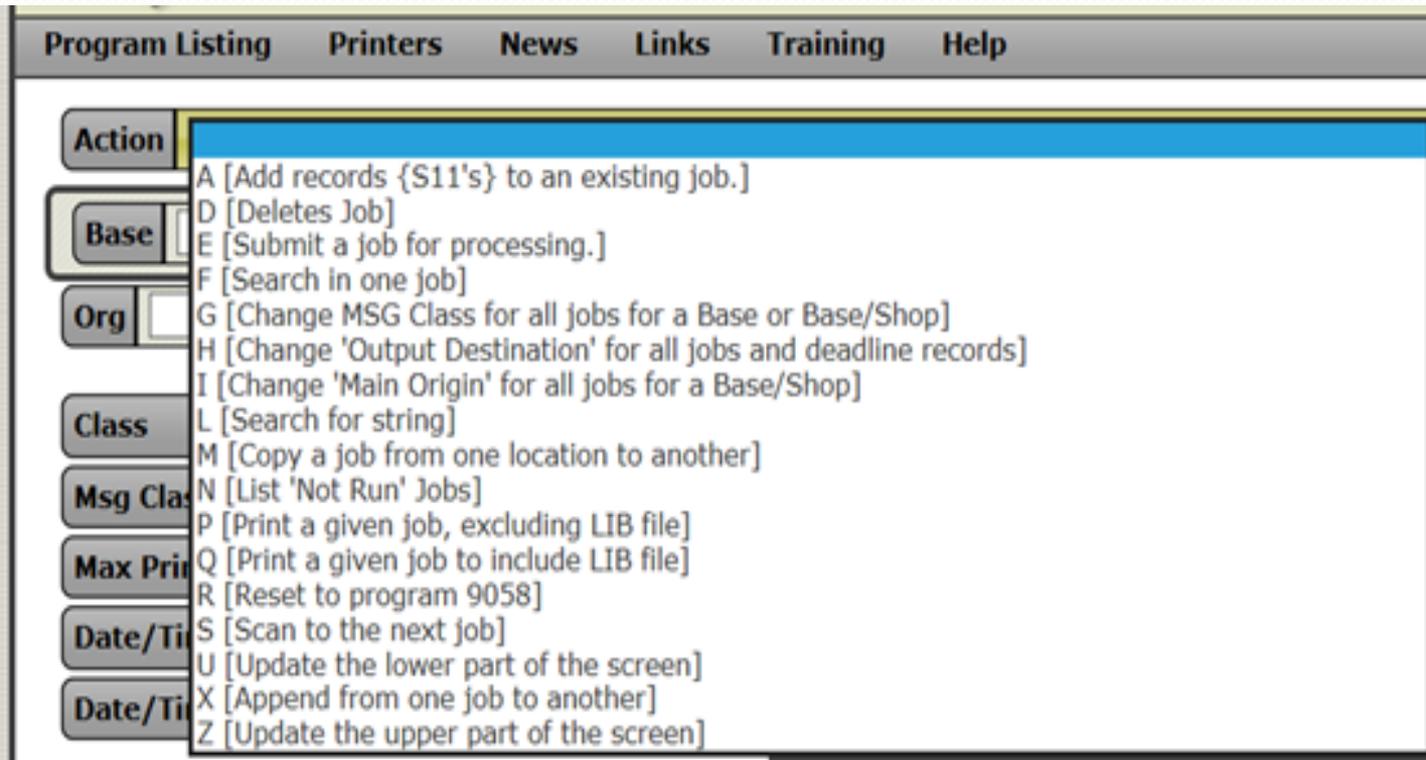
Zulu D: 362 T: 20:16:53 Local D: 362 T: 14:16:53 FOR OFFICIAL USE ONLY © 2009-2015 Air Mobility Command Version: 1.0.0.0(YS)

Previous Login: 12/28/2015 15:01Z from IP: 132.3.41.68 | Last Data Change: 12/28/2015 18:09Z | Last Failed Login Attempt: 09/14/2015 13:47Z from IP: 132.3.29.68

Accessibility/Section 508

TOURING 9029

Next, there is the ACTION box. There are several things you can do here and we'll cover quite a few...



But one thing you should notice missing is an option to SCAN up what you are currently looking to review / update.

TOURING 9029

The quickest way to pull up a FOCUS report is by having the below information available for input:

Base	<input type="text"/>	Shop	<input type="text"/>	Job	<input type="text"/>
-------------	----------------------	-------------	----------------------	------------	----------------------

Once you have entered the information, click SUBMIT or hit the ENTER key and the requested FOCUS report will come up.

The screenshot shows a web browser window displaying the 'Web G081/MAF LOG C2 Air Mobility Command' interface. The page title is 'Batch Update and Execution F9029'. The user is logged in as 'MAMOPAY'. The interface includes a search bar and navigation links for 'Program Listing', 'Printers', 'News', 'Links', 'Training', and 'Help'. The main content area contains a form for generating a FOCUS report. The form includes fields for 'Action', 'Base' (TDKA), 'Shop' (MDSA), 'Job' (FPROPHRS), 'Org' (VTAARA01), 'Dest' (VTAARA01), 'Forms', 'Copies' (001), 'Class' (Most IMS jobs), 'Msg Class' (Sends product to printer), 'Max Print', 'Date/Time Last Run' (15261 / 2301), and 'Date/Time/L Term Last Update' (12293 / 0812). There are also 'Copy To' fields for 'Base', 'Shop', and 'Job'. A 'Key' field is set to 'Title'. The report title is 'PROP HOURS REPORT'. The report options include 'Sys Msg', 'Sys Out', and 'Update' (checked). The report content is displayed in a table with columns for 'BASE 1' through '7'. The report text includes: 1 //STEP=1 EXEC FOCUS; 2 EX RQM; 3 //FROM ID *; 4 OFFLINE; 5 *; 6 DEFINE FILE MB364D; 7 INSA/AF= EDIT (INSA_SER_NUM M364SR, '999999999'); 8 ENDITEM/AF= EDIT (END_ARTICLE_SER_NUM M364SR, '999999999'); 9 -MAXTIME/P7.18 = EDIT (MAXALPHA); 10 -*TSOCORV/P7.1 = EDIT (M364SR.TIME_SINCE_OVERHAUL); 11 -*T80/P7.18 = (TSOCORV / 10);

At the bottom of the page, there are 'Submit' and 'Clear' buttons, and a status bar showing 'END OF DATA'. The footer contains the text: 'Local D: 362 T: 20:21:56 FOR OFFICIAL USE ONLY © 2009-2015 Air Mobility Command Version: 1.0.0.(YS) Previous Login: 12/28/2015 19:01Z from IP: 132.3.41.68 / Last Data Change: 12/28/2015 20:21Z / Last Failed Login Attempt: 09/14/2015 13:47Z from IP: 132.3.29.68 Accessibility/Section 508'.

TOURING 9029

BASE - SHOP - JOB

Let's step back and break this section down...

Base	<input type="text"/>	Shop	<input type="text"/>	Job	<input type="text"/>
-------------	----------------------	-------------	----------------------	------------	----------------------

BASE

WHEN BUILDING A NEW FOCUS, THIS WILL BE YOUR BASE CODE.

HOWEVER, YOU CAN INPUT ANY G081 BASE AND USE THIS AREA TO SEARCH FOR REPORTS BEING USED BY YOUR COUNTERPARTS!

WHY RE-INVENT THE WHEEL?!

SHOP

OF COURSE, THERE IS THE OBVIOUS. YOU CAN INPUT YOUR SHOP NAME OR THAT OF THE SHOP THAT REQUESTED THE REPORT.

BUT... THIS CAN ACTUALLY BE ANYTHING THAT YOU WANT TO USE!

LET'S SAY, YOU ARE BUILDING A GROUP OF REPORTS FOR THE "PART 1". YOU CAN PUT THEM IN A SHOP CALLED "PART1" SO THAT THEY ARE ALL TOGETHER.

JOB

THIS IS WHERE YOU NAME THE REPORT.

SOME USE THE PROGRAM NUMBER... SOME USE A MORE DESCRIPTIVE NAME...

IT'S COMPLETELY AT YOUR DISCRETION!

HELPFUL NOTE

How To Get A List Of FOCUS Reports

Here is a FOCUS report you can copy:

BASE: AMC
SHOP: PENNY
JOB: FOCLIST

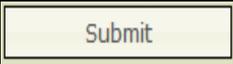
Then you can edit it for your base in the areas shown to the right.

This report will give you a detailed list of all the FOCUS reports built for your base.

	PAGE 1	2	3	4	5	6	7				
1	12345678901234567890123456789012345678901234567890123456789									+	x
2	//MAD67031 EXEC MAD67031									+	x
3	//SYSIN DD *									+	x
4	REPORT	01					*		+	x	
5	SRRANGE	TDKA		TDKA99999999999999			*		+	x	
6	BASE	E TDKA					*		+	x	
7	SHOP	A					*		+	x	
8	JOBNAME	A					*		+	x	
9	SEARCH	A					*		+	x	
10	TIMELIM	100D					*		+	x	
11	//									+	x

**Yes... "COPY" instructions will be included in this training.

TOURING 9029

Once you have input the **BASE**, **SHOP** and **JOB** information for the FOCUS report you want to review, hit  or ENTER

This will pull up the full FOCUS and you can... Wait... I'm getting ahead of the lesson! We'll come back to what you can do later.

Web CAMS-FM/G081
Air Mobility Command

Batch Update and Execution
F9029

Logged in as MARAPAY: Sign Out

Search []

Check Resets

Home Programs Printers News Links Help

Action [] Key []

Base: TDKA Shop: MDSA Job: FCHRS

Org: VTAARA01 Dest: VTAARA01 Forms: [] Copies: 001

Class: [] (Long processing IMS jobs)

Msg Class: A (Sends product to printer)

Max Print: 999 Max Run: 999

Date/Time Last Run: 11/15/2010

Date/Time/LTerm Last Update: 11/14/2010/MARAPAY

Copy To: Base [] Shop [] Job []

Line	Description	Status
1	//STEP1 EXEC FOCUS	✓
2	//SYSIN DD *	✓
3	EX PGM	✓
4	//PGM DD *	✓
5	OFFLINE	✓
6	DEFINE FILE MAS79DO	✓
7	1YEAR/I2 = 11:	✓
8	1MONTH/I2 = 04:	✓
9	YEARDIS/A2 = EDIT (1YEAR):	✓
10	MONTHDIS/A2= EDIT (1MONTH):	✓
11	@T DAT DT 1= TP (LABOR CATEGORY EQ 131 OR 141) 3ND	✓

Submit Clear

END OF DATA

FOR OFFICIAL USE ONLY

© 2009-2011 Air Mobility Command

TOURING 9029

PRINT DIRECTIONS

When building a FOCUS, you designate where and how you want the product to print out.

Base	TDKA	Shop	MDSA	Job	FCHRS	?	
Org	VTAARA01	Dest	VTAARA01	Forms		Copies	001

**ORIGINATING
PRINTER**
GENERALLY, THIS
WILL BE YOUR
PRIMARY G081
PRINTER

DESTINATION PRINTER
THIS IS WHERE YOU WANT
THE PRODUCT DELIVERED

YOU CAN SEND IT TO ANY
PRINTER WITH A G081 ID

GREAT FOR DELIVERING
PRODUCTS DIRECTLY TO
YOUR SHOPS!

FORMS
THIS IS ONLY USED IF
YOU WANT THE HARD-
COPY TO PRINT OUT
DUPLEXED.

BE SURE THE
DESTINATION
PRINTER HAS DUPLEX
CAPABILITY

COPIES
SELF-
EXPLANATORY!

HOW MANY COPIES
DO YOU WANT?

BUT, RARELY IS IT
MORE THAN ONE

TOURING 9029

REPORT TITLE

What do you want to call this thing?

Title
DIRECT LABOR HOURS BY SHOP BY ART, AD & RESERVE

You can name it whatever you like (**keep it PG!**). I recommend that you use something that not only will **you** remember, but one that **others** can easily use to determine exactly what the resulting product will yield.

Class	J (Long processing IMS jobs)
Msg Class	F (Madar jobs and non-IMS DB jobs - running less than 3 min.) G (Madar jobs and non-IMS DB jobs - running more than 3 min.)
Max Print	I (Most IMS jobs) J (Long processing IMS jobs)
Date/Time	L ('Hot' class for IMS jobs. Used for direct support of Aircraft launches) U (Jobs accessing the IMS Test DB)

CLASS -How big will this report be and how long will it take to process?

In most cases, we will use “I”. But, for large history requests... such as multi-year or even current ISO review, you would go with “J”.

WHEN IN DOUBT... ?

It's rare that you'll use the others, but always review the list and be sure you use the correct “CLASS” when building new reports.

TOURING 9029

MESSAGE CLASS

How do you want to handle the output?

For some hard copies, you may want to specify “C” for landscape printing... but option “A” is the most commonly used, unless you are building, testing or troubleshooting a report.

In those instances, you’ll want to use “X” or “Y”.

Msg Class	A (Sends product to printer)
Max Print	A (Sends product to printer) C (Landscape print)
Date/Time	U (Purge job when complete) X (Allow job to process then stop. Output is held in hold queue. Kept until midnight)
Date/Time	Y (Allow job to process then stop. Output is held in hold queue. Kept until 3rd midnight)



9029 POWER! You can change the MSG CLASS at any time for any given report as your output needs change!

Can't do that using 9058! HA!

TOURING 9029

MAXIMUMS

Max Print = # of print lines

Max Run = Run time of the report

Both of these areas should be left blank for most jobs.

Max Print	999
Max Run	999

MAX PRINT
THE HELP SCREEN SAYS
YOU CAN LEAVE THIS
BLANK... BUT I'VE
ALWAYS SEEN 999 USED,
SO I DO TOO

AVOIDS POTENTIAL
ROAD BLOCKS

MAX RUN
AGAIN, HELP
SCREEN SAYS TO
LEAVE BLANK...

BUT I'VE ALWAYS
SEEN 999 IN THIS
FIELD

Good Rule Of Thumb...

If you copy a FOCUS report from another user, leave these settings as you found them.

Yes... we'll cover copying soon



TOURING 9029

SYS MSG / SYS OUT

<input type="checkbox"/>	Sys Msg
<input type="checkbox"/>	Sys Out

These two default to “N” and should be left unchecked

UPDATE

To Check Update or Not To Check Update ?

This is where you chose to allow, or not allow, OTHER (*non-Analyst/Go8i Managers*) users to update the FOCUS report.

If updates are designated for other shops, they can only be made by accessing the FOCUS from Screen 9058... And can only be made to items within the report that you ALLOW update rights.



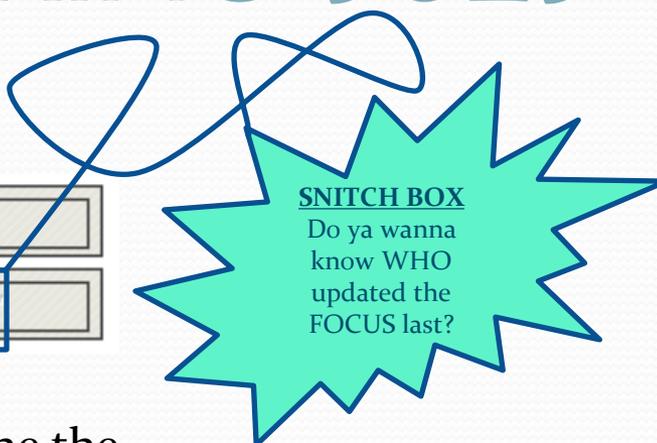
We'll cover
how to do
this later

When building a FOCUS strictly for use by the Analysis/DBM office, this box can be left unchecked. It is not required to make updates when accessing the report directly through Screen 9029.

TOURING 9029

WHO DID WHAT WHEN?

Date/Time Last Run	11156/0301
Date/Time/LTerm Last Update	11140/1331/MARAPAY



SNITCH BOX
Do ya wanna
know WHO
updated the
FOCUS last?

This information will give the last Date and Time the FOCUS report was processed (Run) and Updated.

The bonus of the Last Update is that it will also tell you who made the update. This way, if you have any questions, you know who to ask!

We're almost done with the tour. Just one final stop that will move us right into **HOW TO USE 9029!**

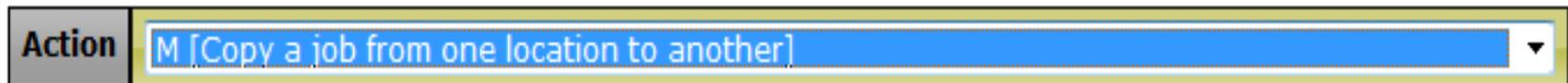
TOURING 9029

IMITATION IS THE PUREST FORM OF FLATTERY!

I think that's how that goes! My point being, that if you have a need, you can almost guarantee that at least one of your counterparts has already been there & done that...

So, instead of re-inventing the wheel, search through other FOCUS reports and when you find one that is exactly like or close to what you want... **COPY IT!!**

Once you have pulled up the desired FOCUS, input an "M" in the



The image shows a screenshot of a software interface. On the left, there is a grey button labeled 'Action'. To its right is a dropdown menu with a blue background. The text inside the dropdown menu is 'M [Copy a job from one location to another]'. A small downward-pointing arrow is visible on the right side of the dropdown menu.

Then, in the Copy To area...



The image shows a screenshot of a software interface. At the top left, there is a grey button labeled 'Copy To'. Below this button is a horizontal bar with a light beige background. Inside this bar, there are three input fields. The first is labeled 'Base', the second is labeled 'Shop', and the third is labeled 'Job'. Each label is in a grey box, and each input field is a white rectangle with a thin border.

Input **YOUR** base, **YOUR** shop (or the one you want to use) and the job name that **YOU** want to use. YES! You can change that too!!

USING 9029

Okay... Now that we know about all the pieces and what they do, it's time to make them work for us!

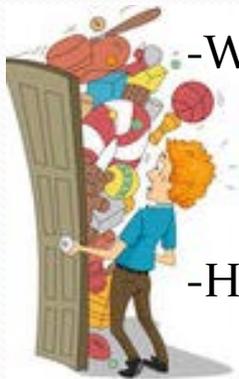
No... We still will not cover building a FOCUS from scratch!

But we will cover:

-How to “Create” new reports for your office using existing ones

-Ways to organize your reports to be more easily accessed

-How to review and purge your reports to keep the database clutter-free



USING 9029

COPY α FOCUS

Creating New Reports From Existing Ones

STOP THIEF!!!!



Wait... it's not THEFT... It's **FLATTERY!**

Remember the whole why re-invent the wheel speech? As new report needs arise, you can copy and modify one of your FOCUS reports or...

Copy and modify someone else's!

Yes... we are going to finally get to the COPY process.



USING 9029

COPY α FOCUS

Let's talk about finding what you need in someone else's house.

The easiest way to do this is to send out an all-call to your counterparts (including Steve Mitchell) asking if they have a FOCUS built that will do what... or close to what you need.

- They need to give you the **BASE/SHOP/JOB** of their report

- If you have not cultivated at least 4 or 5 counterparts that you regularly share info with... do so! Start at the next Analysis or Go81 User's Conference or the next DCO training session

But... if you don't have the resources to call, let's cover the long way.



USING 9029

COPY α FOCUS

We will start with the **ACTION**. You want to select “L” to search for key words in all FOCUS reports

Action	L [Search for string]
--------	-----------------------

You can narrow your search by specifying a particular

Base	
------	--

Next, you will want to input the key word in the

Title
'Status'

box

Be sure to enclose the word or phrase in single quotes

Then hit

Submit

USING 9029

COPY α FOCUS

The screenshot shows the FOCUS 9029 interface. At the top, it displays 'Web G081/MAF LOG C2 Air Mobility Command' and 'Batch Update and Execution F9029'. The user is logged in as 'MAMOPAY'. Below the header is a navigation menu with 'Program Listing', 'Printers', 'News', 'Links', 'Training', and 'Help'. The main area contains various search filters: 'Action' (dropdown), 'Base' (AF49), 'Shop' (ANLSS), 'Job' (STATDET), 'Org' (VTAAAB07), 'Dest' (VTAAAB10), 'Forms', 'Copies' (001), 'Class' (I [Most IMS jobs]), 'Msg Class' (A [Sends product to printer]), 'Max Print' (999), and 'Max Run' (999). There are also buttons for 'Key', 'Title' (STATUS), 'Sys Msg', 'Sys Out', and 'Update'. A 'Date/Time Last Run' field shows '15051 / 1747'. Below the filters is a 'Copy To' section with 'Base', 'Shop', and 'Job' fields. At the bottom, a report preview shows a table with 7 columns and 7 rows of data, including headers like 'PAGE 1' and 'TABLE FILE MA359DO'.

In alphabetical order, by ,
 , then ,
FOCUS reports that meet the input
criteria will be shown.

In some cases, it will be easy to
determine right away if this is the
report you need to use.

In others, you will need to take a
closer look at the FOCUS.

To review the FOCUS in more
detail, from drop down
menu, select the blank option and
click or hit ENTER

USING 9029

COPY α FOCUS



Once you have located a FOCUS that you think will meet your needs... It's time to COPY!



If you have not already done so, pull up the full FOCUS, not just the snapshot



****Select the blank option in**

Action and click

or ENTER



Action	
Base	A (Add records {S11's} to an existing job.) D (Deletes Job) E (Submit a job for processing.)
Org	VT F (Search in one job) G (Change MSG Class for all jobs for a Base or Base/Shop) H (Change 'Output Destination' for all jobs and deadline records)
Class	I (Change 'Main Origin' for all jobs for a Base/Shop) L (Search for string)
Msg Cla	M (Copy a job from one location to another) N (List 'Not Run' Jobs)
Max Pri	P (Print a given job, excluding LIB file) Q (Print a given job to include LIB file)
Date/Ti	R (Reset to program 9058) S (Scan to the next job)
Date/Ti	U (Update the lower part of the screen) Z (Update the upper part of the screen)

USING 9029

COPY a FOCUS

Now, let's get this report into YOUR files:

STEP 1: Before you do anything else, write down the **ORG** and **DEST** printer IDs shown in the **HEADER** of the FOCUS you are about to copy

Org	VTAAA046	Dest	VTAAA066
------------	----------	-------------	----------

When you copy the FOCUS to your house, this information will automatically clear. You will need these Printer IDs in order to update the FOCUS report to go to your printers

STEP 2:

For the **Action** , select (M) to copy the FOCUS

Action	M [Copy a job from one location to another]
---------------	---

USING 9029

COPY a FOCUS

Step 3:

In the **Copy To** section, located at the bottom right side of the screen, input the information showing where you want the FOCUS to be copied

The screenshot shows a horizontal bar labeled 'Copy To' at the top left. Inside the bar, there are three input fields. The first is labeled 'Base' and contains the text 'AMC'. The second is labeled 'Shop' and contains the text 'PENNY'. The third is labeled 'Job' and contains the text 'TESTPROJ'. Blue lines connect the 'Base' and 'Job' labels to their respective explanatory boxes below.

BASE

I HOPE THIS IS OBVIOUS, BUT
JUST IN CASE...

INPUT YOUR BASE CODE

SHOP (MAX 5 CHARACTERS)

YOU CAN INPUT YOUR SHOP NAME OR THAT
OF THE SHOP THAT REQUESTED THE REPORT.

BUT... THIS CAN STILL BE ANYTHING THAT
YOU WANT TO USE!

LET'S SAY, YOU ARE BUILDING A GROUP OF
REPORTS FOR DATA INTEGRITY REVIEWS,
YOU CAN PUT THEM IN A SHOP CALLED "DIT"
SO THAT THEY ARE ALL TOGETHER.

JOB (MAX 8 CHARACTERS)

THIS IS WHERE YOU NAME THE
REPORT.

NATURALLY, THE REPORT WILL
ALREADY HAVE A NAME, BUT YOU
ARE NOT REQUIRED TO USE THE
SAME ONE.

IF YOU WANT TO NAME IT
SOMETHING MORE DESCRIPTIVE...
HAVE AT IT!

Click  or hit ENTER

USING 9029

COPY a FOCUS

Step 4:

Now, a copy of the FOCUS should be in your house.

the screen and input the that YOU saved it under.

Click or hit ENTER

This will pull up the report now in YOUR files which you can now edit it to meet your needs!



But first...

USING 9029

COPY α FOCUS

Notice that the **ORG** and **DEST** printers are now blank

Before you begin making changes to the FOCUS query, you need to set up the report up for your printer(s)

Web G081/MAF LOG C2
Air Mobility Command

Batch Update and Execution
F9029

Logged in as MAMOPAY::Sign Out

Program Listing Printers News Links Training Help

Action [Dropdown]

Base AMC Shop PENNY Job TESTPROJ

Org [Redacted] Dest [Redacted] Forms [Dropdown] Copies 001

Class I [Most IMS jobs]

Msg Class A [Sends product to printer]

Max Print 999 Max Run 999

Date/Time Last Run [NOT RUN]

Date/Time/LTerm Last Update 15362 / 1445

Copy To Base [Dropdown] Shop [Dropdown] Job [Dropdown]

Line	Command	Status
1	//FOCUS1 EXEC FOCUSP	✓ ✗
2	EX PGM	✓ ✗
3	//PGM DD *	✓ ✗
4	-SET &START = '2015001';	✓ ✗
5	-SET &END = '2015031';	✓ ✗
6	%AMC ANAL LIBSTATD	✓ ✗
7	TABLE FILE MA359DO	✓ ✗
8	ON TABLE SET ALL ON	✓ ✗
9	PRINT MY MDY SERIAL_NUM MDS M359S14 MY_CMD STA_CD_FOSS	✓ ✗
10	M359S14.ASSIGN_STAT ALPHA S14 STATUS	✓ ✗
11	WUC M359S14 MY START MY STOP MY ELAPSED MM359S14 DATE	✓ ✗

Submit Clear

END OF DATA

Zulu D: 362 T: 20:46:01 Local D: 362 T: 14:46:01 FOR OFFICIAL USE ONLY © 2009-2015 Air Mobility Command Version: 1.0.0.0(Y/S)
Previous Login: 12/28/2015 19:01Z from IP: 132.3.41.68 | Last Data Change: 12/28/2015 20:45Z | Last Failed Login Attempt: 09/14/2015 13:47Z from IP: 132.3.29.68
Accessibility/Section 508

USING 9029

COPY α FOCUS

Step 5:

First, we'll update the **ORG** printer. Generally, you will set this to your primary Go81 printer ID.

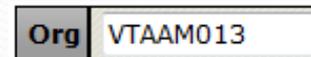
NOTE: *If you are building the report for a different office, you will still use your primary Go81 printer as the Main Origin. No rule on this... Just general practice.*

In the **ACTION**, input **(I)** to update the **ORG** field



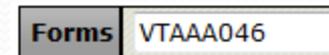
The screenshot shows a dropdown menu with a blue background. The selected option is "(I) (Change 'Main Origin' for all jobs for a Base/Shop)". The word "Action" is visible on the left side of the dropdown.

Then, in the **ORG**, input your local primary Go81 printer ID



The screenshot shows a text input field with a grey label "Org" and the value "VTAAM013".

Next, input the **ORG** printer ID shown on the FOCUS that you copied (*Remember... I told you to write the ORG and DEST printer IDs down?*) in the **FORMS** box



The screenshot shows a text input field with a grey label "Forms" and the value "VTAAM046".

If the update was successful, you will see



The screenshot shows a status line with a yellow background and a black border. The message "MAIN ORIGIN CHANGED" is displayed in black text, preceded by a small icon.

in the status line at the bottom of the screen

USING 9029

COPY α FOCUS

Step 6:

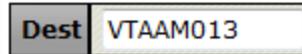
Now we are ready to update the **DEST** printer. This can be set to any Go81 printer ID, but obviously this will be where you want the report to print out.

In the **ACTION**, input (H) to update the **DEST** field



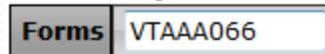
A screenshot of a software interface showing a dropdown menu for the 'Action' field. The selected option is 'H (Change 'Output Destination' for all jobs and deadline records)'. The dropdown is highlighted with a blue background.

Then, in the **DEST**, input your desired report destination. Yes... this can be the same as the **ORG** printer ID



A screenshot of a software interface showing a text input field for the 'Dest' field. The value entered is 'VTAAM013'.

This time, you need to input the DEST printer ID shown on the original FOCUS in the **FORMS** box



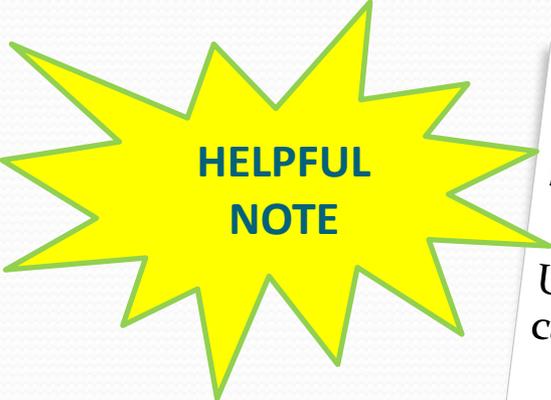
A screenshot of a software interface showing a text input field for the 'Forms' field. The value entered is 'VTAAA066'.

If the update was successful, you will see



A screenshot of a software interface showing a status message box. The message is 'DESTINATION CHANGED' in yellow text on a green background.

in the status line at the bottom of the screen



**HELPFUL
NOTE**

If for any reason, the **ORG** or **DEST** printer does not successfully update, you will see an **ERROR MSG** in the status bar

Usually, this will tell you exactly what went wrong and you can easily fix the problem

The most common mistakes are:

- **Not having the correct original ORG/DEST printer ID(s)**
 - Go back to the original report and double check the ID numbers
- **Forgetting to input the original ORG / DEST printer ID in the FORMS block**
 - Input the applicable printer ID in the FORMS block
- **Mis-typing the printer ID**
 - Re-input the information correctly

USING 9029

COPY α FOCUS

WAIT! You are not ready yet!

Clear the screen and pull up the job again.

Notice anything strange? Yup... the **ORG** and **DEST** are blank!!!

Don't panic... You didn't do anything wrong... There's just one more step needed to **LOCK IN YOUR PRINTERS!!**

You have basically logged the **ORG** and **DEST** printers for the report in the FOCUS record, but you still have to update the **HEADER** with the information

Step 7:

In the **ACTION** box, select **(Z)** to make updates to the **HEADER**

Action	Z (Update the upper part of the screen)
--------	---

USING 9029

COPY a FOCUS

Type in your chosen **Org** and **Dest** printer IDs

Then click or hit ENTER

Once the update has processed, you will see in the status line at the bottom of the screen

Now, when you the screen and call up the report again, your printer IDs will show in the **ORG** and **DEST**



CONGRATULATIONS!! You have successfully copied a FOCUS

Remember... You can also use these steps to copy one of your own reports to a different **SHOP/JOB** to make modifications to meet another need

USING 9029

EDIT a FOCUS

Editing copied reports to match your criteria or...

Updating current reports to meet new needs

FOCUS reports can be built for base, MDS, tail number... any variable of specifics that meet the original creators need(s)

When you copy a FOCUS, at the very least, you will need to update any references in the report to the base so that you are looking at your information, not someone else's

There are also times when changes will need to be made to your own reports:

- Changes in tail numbers (new or transferred)
- Changes to the database records that require updates in the report language
- etc....

So... let's cover editing/updating FOCUS reports

USING 9029

EDIT a FOCUS

Step 1:

Call up the report you want to edit...

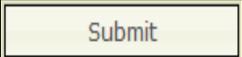
Input the  of the job you want to update

NOTE: *Once the job has been pulled up, I highly recommend that select (U) from the ACTION drop down menu before proceeding*



Action U (Update the lower part of the screen)

DON'T process this yet!!!

But there is nothing worse than making your changes to the report, hitting  and realizing that you forgot to select the UPDATE action!



USING 9029

EDIT a FOCUS

Step 2:

Once you have the report showing, scroll through the report lines for items that indicate information that should be specific to your location

30 AND MY_BASE EQ 'TDKA' AND 

Over-type the current information with your own

30 AND MY_BASE EQ 'XDAT' AND 

NOTE: You can update a single line or multiple lines at the same time

USING 9029

EDIT a FOCUS

Step 3:

Once you have made all the necessary changes, check to be sure you have selected (U) from the **ACTION** drop down menu



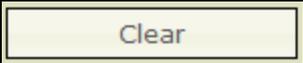
The image shows a screenshot of a software interface. On the left, there is a grey button labeled 'Action'. To its right is a blue dropdown menu. The menu is open, and the option 'U (Update the lower part of the screen)' is selected and highlighted in blue. A small downward-pointing arrow is visible on the right side of the dropdown menu.

NOTE: *The (U) action will update everything below the HEADER, but not the HEADER information*

Click  or hit ENTER

In the status line you will see  if all changes were accepted

- If there are any errors, the message will tell you what needs to be fixed

 the screen and pull up the report. Review the FOCUS to be sure all the changes processed as you intended

NOTE: *Be sure to check spelling, as well as data updates*

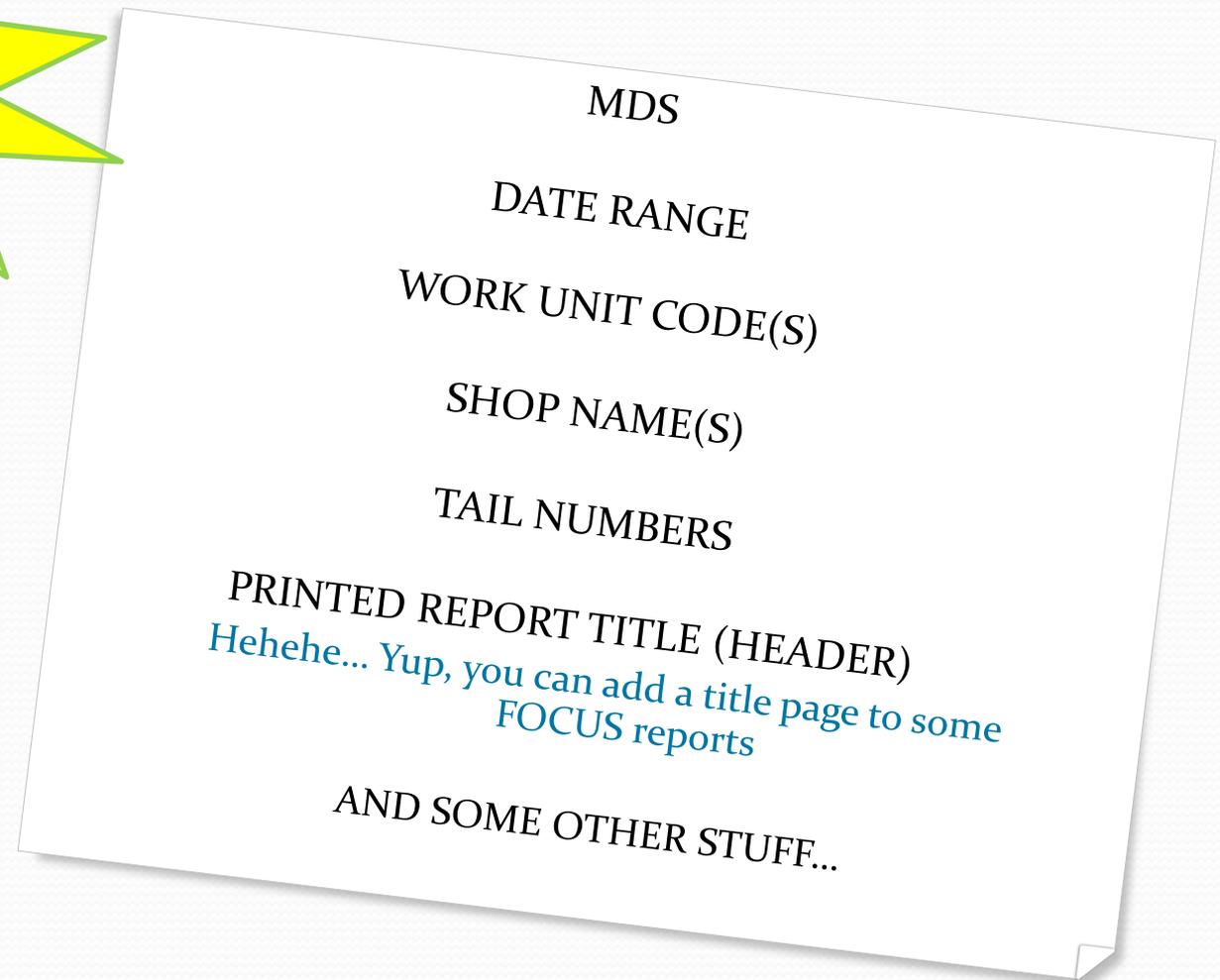
**THINGS YOU MAY
WANT TO CHANGE
IN A FOCUS**

No matter what you want or need to change in the FOCUS, the process remains the same

Action = U

Insert, Delete or Overtyping what you need to update

Submit



USING 9029

EDIT a FOCUS... ADDING STUFF

Okay... you now know what to do when you find the perfect FOCUS to meet your needs

But... what if it's not quite what you need?

39	AND WORK_CENTER EQ 'AE720' OR 'QE720'	+	x
40	AND MAN_NUMBER EQ '37119'	+	x
41	AND JCN EQ '\$\$\$E001'	+	x

What if you need to retrieve data for a specific Work Unit Code or system?

Step 1:

Go to the point where you want to add the line. Let's say you want it between Line 40 and 41

Click on the  next to Line 41

39	AND WORK_CENTER EQ 'AE720' OR 'QE720'	+	x
40	AND MAN_NUMBER EQ '37119'	+	x
41	AND JCN EQ '\$\$\$E001'	+	x
42	AND JCN EQ '\$\$\$E001'	+	x

This will insert and duplicate the line

USING 9029

EDIT α FOCUS... ADDING STUFF

You have now added a line exactly where you want to insert the new query statement and it's time to make it reflect what you want to process

39	AND WORK_CENTER EQ 'AE720' OR 'QE720'	+	×
40	AND MAN_NUMBER EQ '37119'	+	×
41	AND JCN EQ '\$\$\$E001'	+	×
42	AND JCN EQ '\$\$\$E001'	+	×

NOTE: *This is where the FOCUS class comes in handy. You need to know or look up the format for the data request you want to add. Request formats vary depending on the record in which the information is stored and you will need a schema if you don't know or have the format readily available.*

NOTE: *You can contact Steve.Mitchell.8.ctr@us.af.mil for a copy of the schema and the **Go81 Management – FOCUS** manual located on Global Reach provides instructions on reading/using the schema*

USING 9029

EDIT a FOCUS... ADDING STUFF

For now, we will proceed as if you know exactly what you want to add and how to “word” it

NOTE: *If you haven't already... be sure to select (U) in the ACTION block*

Step 2:

Go to the duplicated line and over-type the information with what you want it to reflect

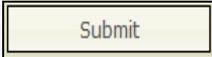
39	AND WORK_CENTER EQ 'AE720' OR 'QE720'	+	x
40	AND MAN_NUMBER EQ '37119'	+	x
41	AND WORK_UNIT_CODE EQ '137\$\$'	+	x
42	AND JCN EQ '\$\$\$E001'	+	x

USING 9029

EDIT a FOCUS... ADDING STUFF

Step 3:

Once you have made your changes, verify that the **ACTION** is (U) and hit

A rectangular button with a thin black border and a light beige background, containing the word "Submit" in a small, dark font.

The screen will refresh and you should see your updates in the report

NOTE: If your updates did not take, review your processes and try it again. Most likely, you did not put (U) in the ACTION before submitting

Repeat as needed, then run the focus to be sure it works properly

NOTE: Instructions for reviewing FOCUS reports without printing them out are detailed in the Go81 User's Manual –FOCUS located on Global Reach

USING 9029

EDIT a FOCUS... DELETING STUFF

Naturally, there may also be times when you will want to remove items from a copied FOCUS or even one of your own

RECOMMENDATION: *Never delete lines initially. Use the dash-asterisk option to tell the system to ignore that line until you are sure that you no longer need it. This way, if you change your mind or the requirements changes, you can easily remove the dash-asterisk and press on! Otherwise, you'll have to rebuild the line in question*

38 AND ITEM_SERIAL EQ '00AD114262'  

Step 1:

Input (U) in the ACTION

Step 2:

Go to the line(s) the that you want to remove and click on the 

USING 9029

EDIT a FOCUS... DELETING STUFF

Step 3:

Once you have made all your deletions, check to be sure you input the (U) in the **ACTION** and hit 

Your page will refresh and the deleted lines should no longer be in your FOCUS

*NOTE: If your updates did not take, review your processes and try it again. Most likely, you did not put (U) in the **ACTION** before submitting*

USING 9029

DEFINE & MANAGE YOUR FOCUS REPORTS

FOCUS reports are like weeds... They tend to multiply without notice and one day we look up and there are more reports than we remember ever needing

The best way to manage your FOCUS Files is to define them

By using descriptive naming conventions for the **SHOP** and **JOB** fields, you can determine at-a-glance for whom and why the report was created

AGE/AGETCTO ★ SCHED/FLYHRS ★ PART₁/CANNRPT ★ PART₂/MANHRS

Next, you want to use a descriptive **TITLE** for your FOCUS reports so that you can easily see exactly what will be in the report output

All Open AGE TCTO's ★ Monthly Flying Hours By Tail Number ★ Cannibalization Report –Previous Month ★ Man-Hour Utilization by Work Center

USING 9029

DEFINE & MANAGE YOUR FOCUS REPORTS

Like any gardener knows, you need to weed and prune regularly...
The same applies to your FOCUS Files

It is a good idea to [review](#) your FOCUS reports annually to determine if they are still working, still required and/or need to be updated

Granted, it would be painful to sit down and go through all of them in one sitting

But, if you utilize the tips on defining your FOCUS reports, this next step in managing them should be a breeze

Review the FOCUS reports for 1 or 2 shops a month, depending on the number of reports assigned to them

In no time, you'll have a FOCUS update/house-cleaning process in place that will only take about an hour a month to accomplish



USING 9029

DEFINE & MANAGE YOUR FOCUS REPORTS

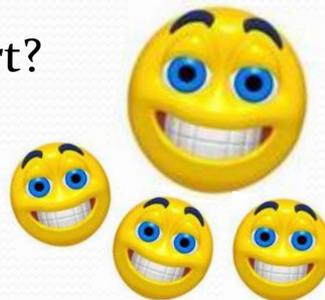
GREAT IDEAS... but...

Most of us land in an office where the FOCUS reports are already in place and the creator did not have the tips provided in this guide

No problem!

Granted... it will take a bit of work and time to get there, but you can easily set things up as described

Can you guess where you'll start?



USING 9029

DEFINE & MANAGE YOUR FOCUS REPORTS

COPY α FOCUS

That's right!



Simply start copying and renaming the current FOCUS reports so that you can better manage them

Use the same 1 hour a month process and update the **SHOP/JOB/TITLE** as you go

By the end of the year, your FOCUS Files will be organized

NOTE: You will want to be sure to check the FOCUS reports that you rename to see if they are set-up on 9029A for auto-processing. If this is the case, be sure to update the 9029A information as you organize

USING 9029

SHARING FOCUS REPORTS

STOP THIEF!!!!



WAIT... You can't steal what is being openly shared 😄

AND... You can't NOT share!

That's right... Once you create a FOCUS in Go81, it is viewable and useable (through the copy process) by all other Go81 users

** * * Well... the ones with a Go81 Management profile and full access to program 9029*

So SHARING is not an option... It just how we roll!



CLOSING REMARKS

SCREEN 9058 ***No – No – No ***



SCREEN 9029 ***YES – YES – YES***



And that's the short of it!

Again, if you have not attended a FOCUS Class → **SIGN UP ASAP!!!!**

Nothing can replace the information and user skills you will get by doing so... and take it from me...

Sign up for the class again the following year. You get even more out of it the 2nd time around!

NAVIGATING FOCUS REPORTS

A FEW PARTING EXTRAS

Testing A FOCUS Report

To review a FOCUS without printing it out, set the **MSG CLASS** to (X)

- When you submit the job, it will process and stop before printing it out, holding it in a queue
- You can then view the output in TSO to verify that it is what you expected and that there were no errors during the processing

Adding A Header To Your Output Product

Having a title page on your printed report can make filing and disseminating them so much easier

- After the last line of your FOCUS report input, but before your END statements, your next line should be HEADER
- On the next line, input the text you want to print out at the top of your report
“Monthly Man-Hour Report”

NAVIGATING FOCUS REPORTS

A FEW PARTING EXTRAS

Get Funky With Your Header

You are not limited to 1 line here

Your header can be as small or as big as you like

- Input individual lines of Header text to your FOCUS output as individual lines in your FOCUS narrative
- Don't forget to use quotations ("header text")

You can use the **FOCUS language** to show the date range of the report you requested in the FOCUS report query without having to input the dates manually

"Sorted By Shop From <START to <STOP"

You can skip lines between Header statements by specifying **how many spaces** you want between them

"Work Center Error Report </1" *-Insert 1 blank line before the next line of text*

"MXS Shops From <START to <STOP </2" *-Insert 2 blank lines before the next line of text*

NAVIGATING FOCUS REPORTS

A FEW PARTING EXTRAS

Adding A Footer To Your Output Product

Go back to the Header instructions and simply use FOOTER instead of HEADER

Yes... you can have an Header and a Footer on the same report

Header/Footer Alignment

Headers and Footers will automatically left-justify on the page

You can set them up to be centered on the page very easily by adding one word

- HEADING CENTER
- FOOTER CENTER

FINAL THOUGHT... If you haven't done so... **GET TO A FOCUS CLASS ASAP!**

PRINTING INSTRUCTIONS

This product was created in a presentation format for use in a briefing environment (big screen).

If you want/need to print this document, it is recommended that you do so by using the **Grayscale** printing option. This can usually be found in printer properties. Locations within the properties may vary depending on your printer.

QUESTIONS OR SUGGESTIONS

If you have questions, suggestions for improving any of the Go81 User Guides, or if you note any errors in the processes as described, please contact HQ AMC/ A4PI:

Ms. Penny Young

Penny.Young.2.ctr@us.af.mil

DSN: 779-4511

Ms. Crystal Phillips

Crystal.Phillips.3.ctr@us.af.mil

DSN: 779-2731

Mr. Matthew Wilkening

Matthew.Wilkening.2.ctr@us.af.mil

DSN: 779-2065

Commercial: (618) 229-****

Remember any problems with Go81 programs must be addressed through your local Go81 Manager.

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Ms. Penny Young	Penny.Young.2.ctr@us.af.mil	DSN: 779-4511
Ms. Crystal Phillips	Crystal.Phillips.3.ctr@us.af.mil	DSN: 779-2731
Mr. Matthew Wilkening	Matthew.Wilkening.2.ctr@us.af.mil	DSN: 779-2065
		Commercial: (618) 229-****

Remember any problems with Go81 programs must be addressed through your local Go81 (analysis office) Manager.