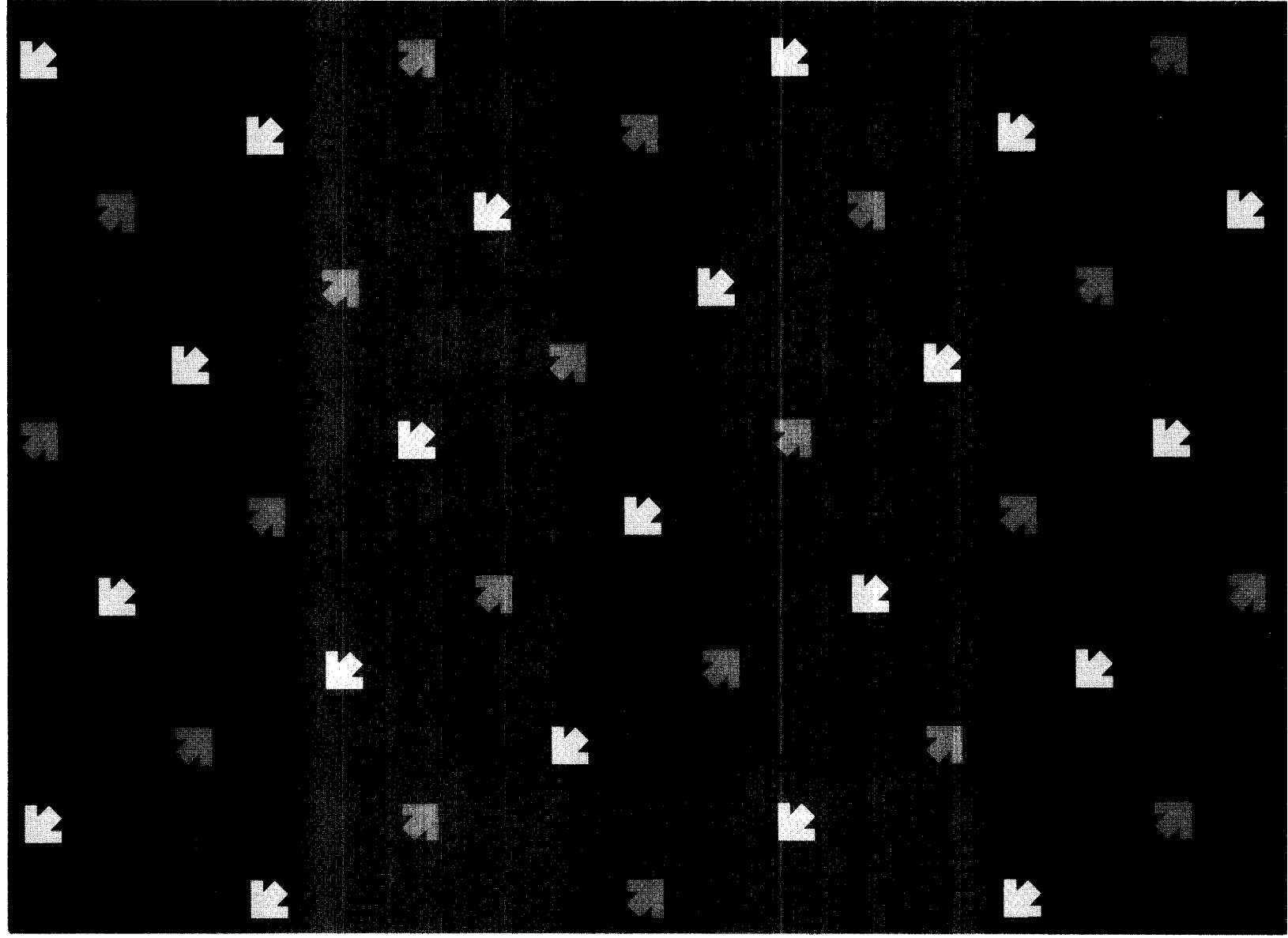

MODULE 8

Using HP
Inform/3000

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MODULE 8

Before You Begin . . .

Have you completed Module 1? If not, do so before you try this or any other module of the Guided Tour.

If you have completed Module 1, you are ready to do this module.

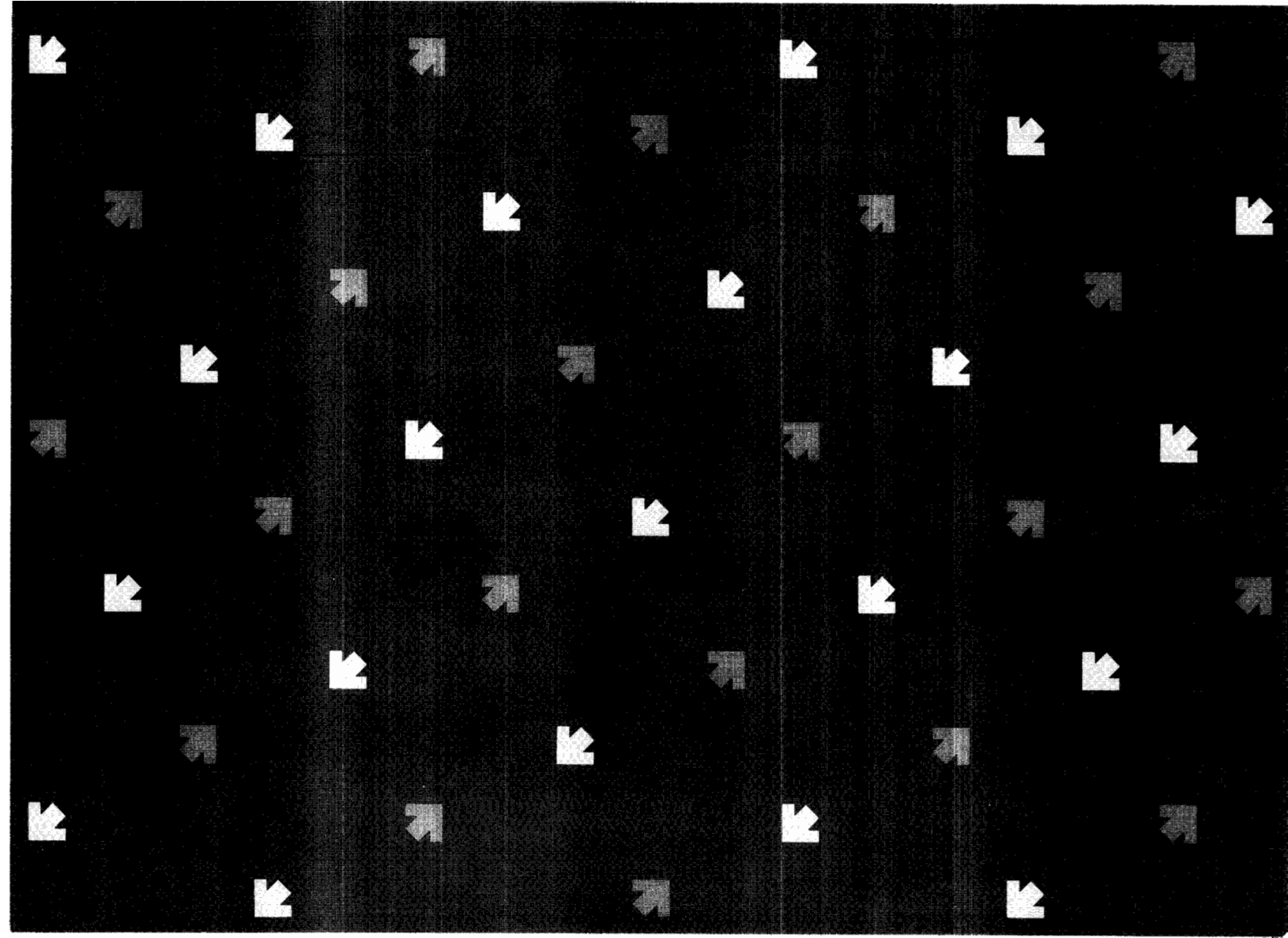
Log on to the TOUR account by typing

:HELLO GUIDED.TOUR

Now turn the page and continue your tour.

NOTE: If the computer does not respond as the guidebook says it should, and as a result you cannot continue with the tour, contact your system manager.



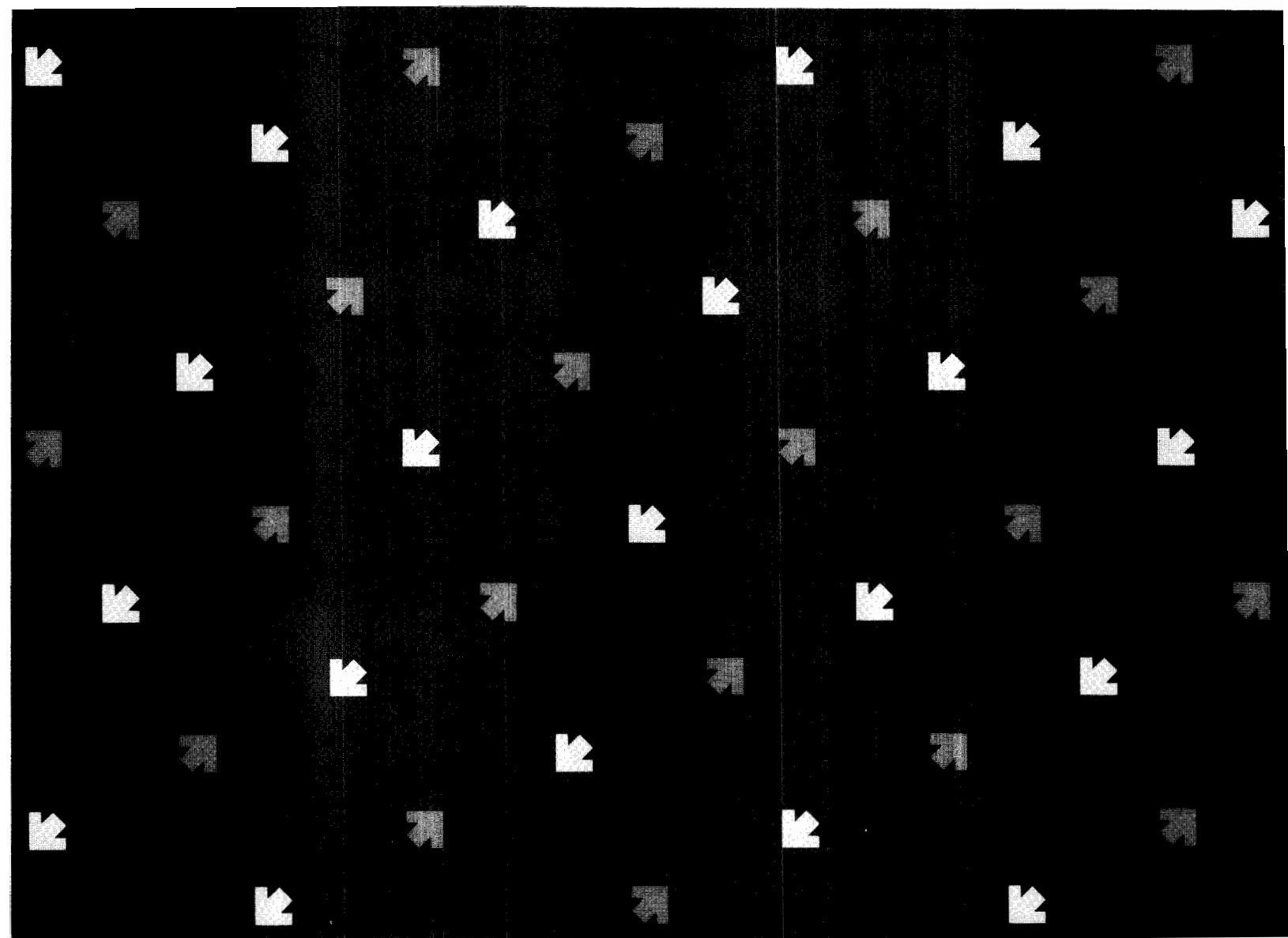


MODULE 8

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MODULE 8

Using HP Inform/3000

A routine part of a manager's or an office worker's job is producing reports. If you're in an accounting department, you produce reports on such subjects as accounts payable and receivable, and customer information; if you're in manufacturing, you produce reports on production schedules, backorders, and the like. Such reports can be produced quickly and easily using HP Inform/3000.

In this module of the Guided Tour, you will learn about HP Inform/3000: what it is, how it works, and how to use it.

What Is HP Inform/3000?

HP Inform/3000 is a program used with the HP 3000 to produce reports. Let's look at the kind of report HP Inform/3000 can produce. See Figure 8-1.



Figure 8-1. Simple Report Produced by HP Inform/3000

SYSTEMS SHIPPED		
PRODUCT TYPE	YEAR	SALES VALUE
COMMUNICATION	1979	\$200,000.00
	1980	\$160,000.00
	1981	\$210,000.00
	1982	\$245,000.00
WORD PROCESSOR	1980	\$122,000.00
	1981	\$178,000.00
	1982	\$270,000.00
COMPUTER	1977	\$10,230,000.00
	1978	\$30,600,000.00
	1979	\$45,750,000.00
	1980	\$55,888,000.00
	1981	\$72,110,000.00
	1982	\$95,577,868.00

***** END OF REPORT *****

As you can see, HP Inform/3000 produces reports that display data—usually data stored in a data base.

How Does HP Inform/3000 Work?

When you sit at a terminal to produce a report, you have a general idea of what you want the report to look like. You may want to add a special title, or you may want to subtotal data, or to separate one block of information from another. To find out exactly what you have in mind, HP Inform/3000 asks you questions. It asks such questions as, What data do you want to appear on your report? How do you want the information to be sorted? Do you want a special title?

By answering the questions HP Inform/3000 asks, you provide it with a description of the report you want. This description is called a report definition. HP Inform/3000

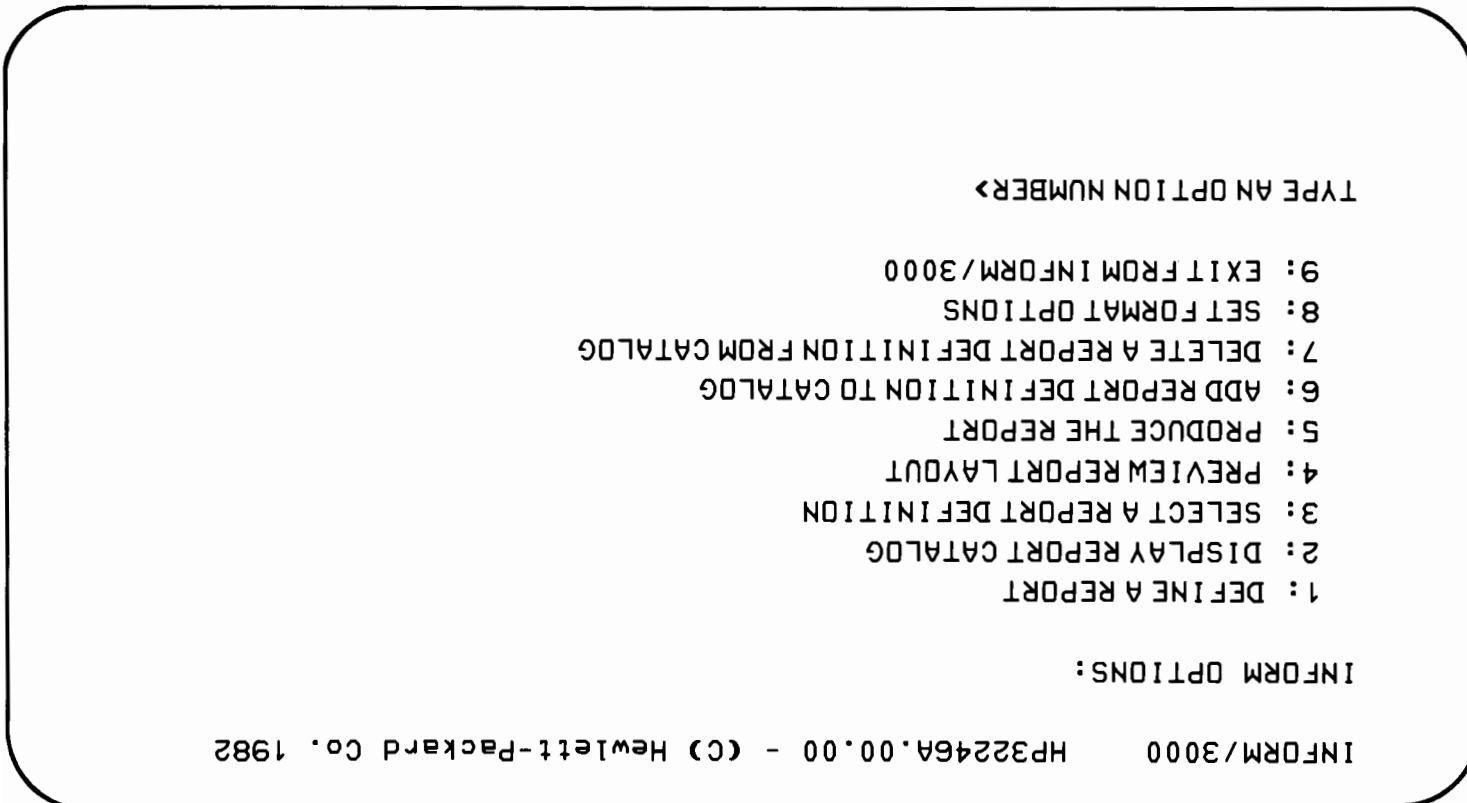
takes the definition you provide, searches through the computer files for the information you want, and produces the report.

Menus: “What would you like to order?”

The questions HP Inform/3000 asks you appear on menus. A menu is a list from which you may choose what you want—just as you would in a restaurant. If you want to define a report with HP Inform/3000, you are shown three (or more) menus. The first is general and each succeeding one is more detailed.

Figure 8-2 shows the MAIN MENU. This is the first menu you see when you use HP Inform/3000.

Figure 8-2. The MAIN MENU

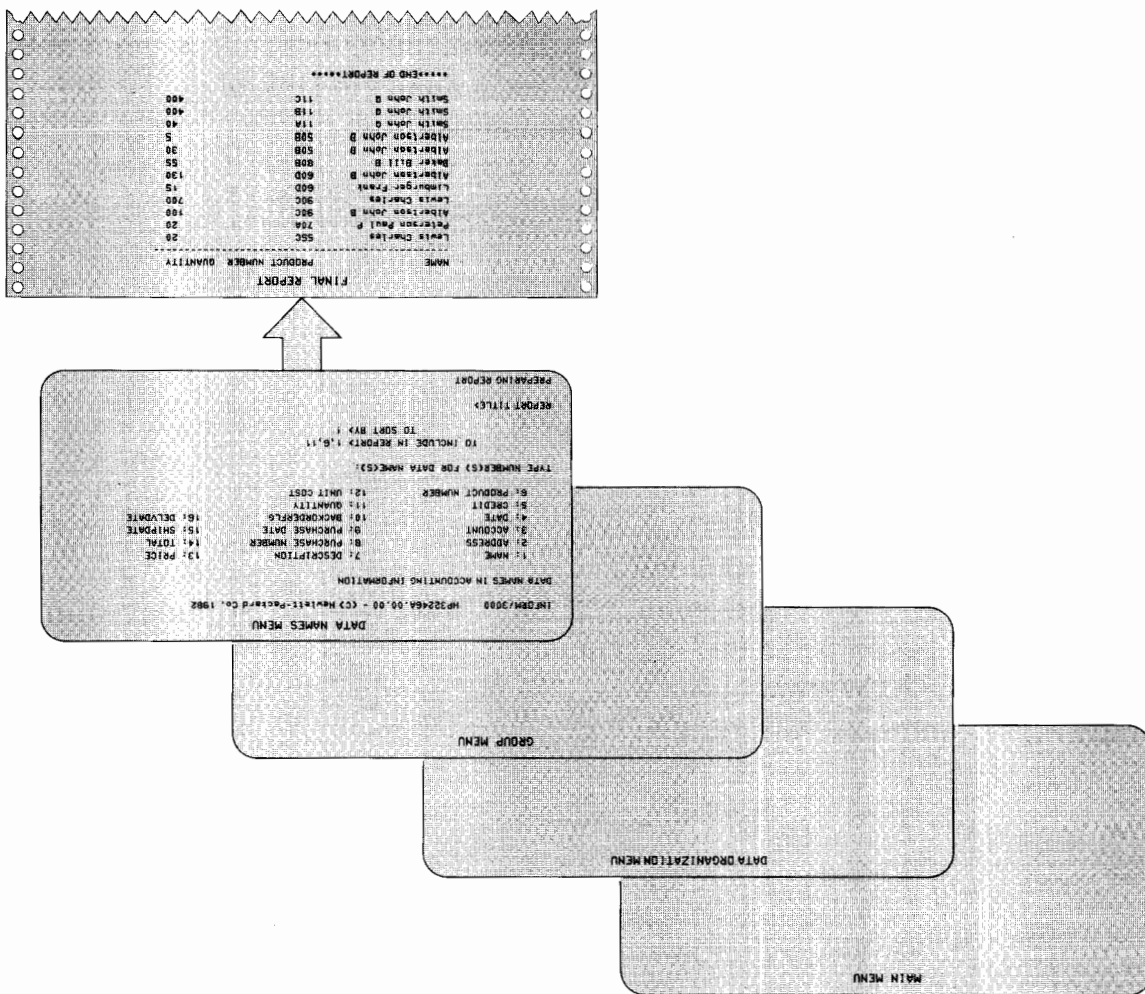


This menu lists the options available with HP Inform/3000. If you want to define a report, you type the number 1; if you want to delete a report from the report catalog, you type 7; and if you want to end the HP Inform/3000 program, you type 9. It's that easy. These nine options are explained in this module. But first, let's continue the discussion of menus.

If you choose option 1: DEFINE A REPORT from the MAIN MENU, HP Inform/3000 displays, one at a time, three (or more) other menus, each more specific than the last. Each menu contains a list of choices and one or more questions regarding your choice. The answers you type in response to the questions tell HP Inform/3000 what data you want in the report and how you want it to appear.

Figure 8-3 shows graphically how HP Inform/3000 determines what you want your report to look like.

Figure 8-3. Sequence of menus leading to the final report.



If you are preparing a report, the first question you might ask is “Where can I find the information for the report?” When you find out, you might ask, “What specific data do I want in the report?” Then you might ask “How do I want the data displayed on a page?” HP Inform/3000 works the same way. HP Inform/3000, like a waiter in a restaurant, shows you menus, you order items from the menus, and HP Inform/3000 delivers the report you want.

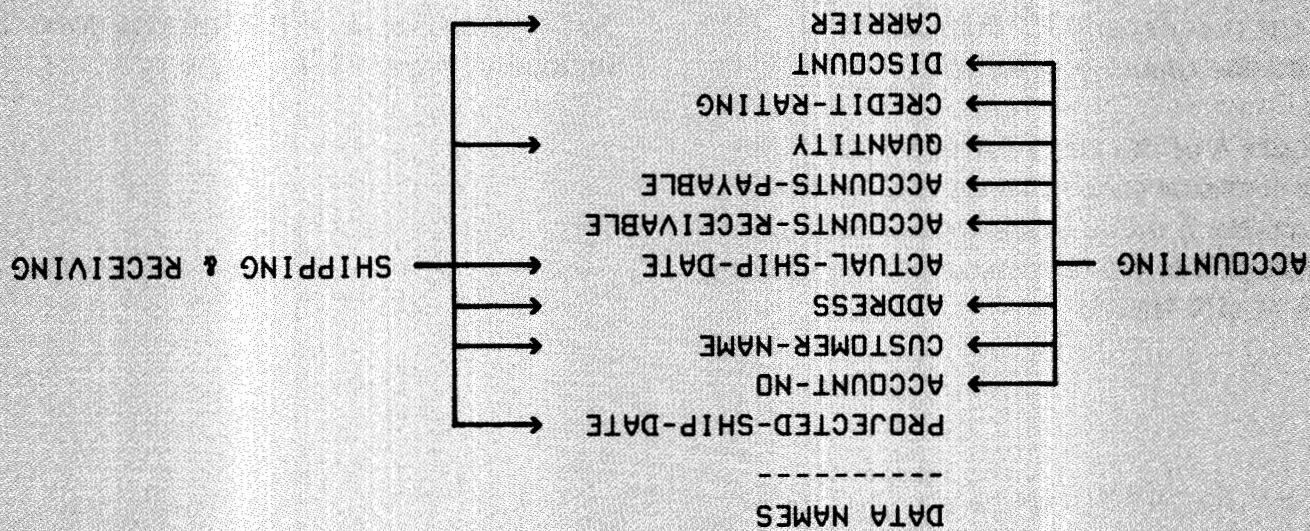
Appendix A of the HP Inform/3000 User's Guide contains each of these MAIN MENU options. Each menu is shown and explained. The rest of this module discusses the options on the MAIN MENU.

Defining a Report

Before you define a report using HP Inform/3000, you should know more about HP Inform/3000 Groups.

An HP Inform/3000 Group is a collection of data names that are commonly used together for reports.

To illustrate what an HP Inform/3000 Group is, look at Figure 8-4.



At the center of this figure is a partial list of the data names used by a company. The arrows on the left point to the data names used by the Accounting Department. The arrows on the right point to the data names used by the Shipping and Receiving Department. The data names used by the Accounting Department make up an Inform/3000 Group (of data names) for Accounting. The data names used by the Shipping and Receiving Department make up an HP Inform/3000 Group (of data names) for Shipping and Receiving. HP Inform/3000 Groups are established by the person responsible for maintaining the data dictionary.

Different HP Inform/3000 Groups may have data names in common. As Figure 8-4 shows, the data names CUSTOMER-NAME, ADDRESS, and QUANTITY are common to both the Accounting and the Shipping and Receiving HP Inform/3000 Groups.

HP Inform/3000 Groups vs. a Data Base

You know about data bases from Module 7. To review, a data base is a collection of files which contain related data. The major difference between a data base and an HP Inform/3000 Group is in the way HP Inform/3000 finds the data it reports on.

A data base represents a single source of data. Since a data base already has pre-defined pathways for finding information, HP Inform/3000 can use those pathways to locate data quickly.

But, when data is gathered from several sources — KSAM files, MPE files, or two or more data bases — the pathways between these sources must be defined. This is usually done by the data base administrator. The files and the pathways between them make up an HP Inform/3000 Group.

With this background you're ready to define a report using HP Inform/3000. The exercise that follows will take you through each step in the process of creating a report. If you make a mistake, you'll be told what to do to correct your error and how to proceed. Try it now.

Return to the terminal and type:

: LEARNINFORM

An HP Inform/3000 Group is similar to a data base except that the pathways that link files in an HP Inform/3000 Group are not restricted to a single data base.

Figure 8-5 shows the difference between a data base and an HP Inform/3000 Group. In a data base, the pathways between files are all within the data base; in an HP Inform/3000 Group, the pathways between files can span more than one data base and may link MPE and KSAM files.

If the information you need for your report is contained in a particular data base, you can retrieve the information directly from it by using HP Inform/3000. If it's in several data bases, you can get the information using HP Inform/3000 Groups.

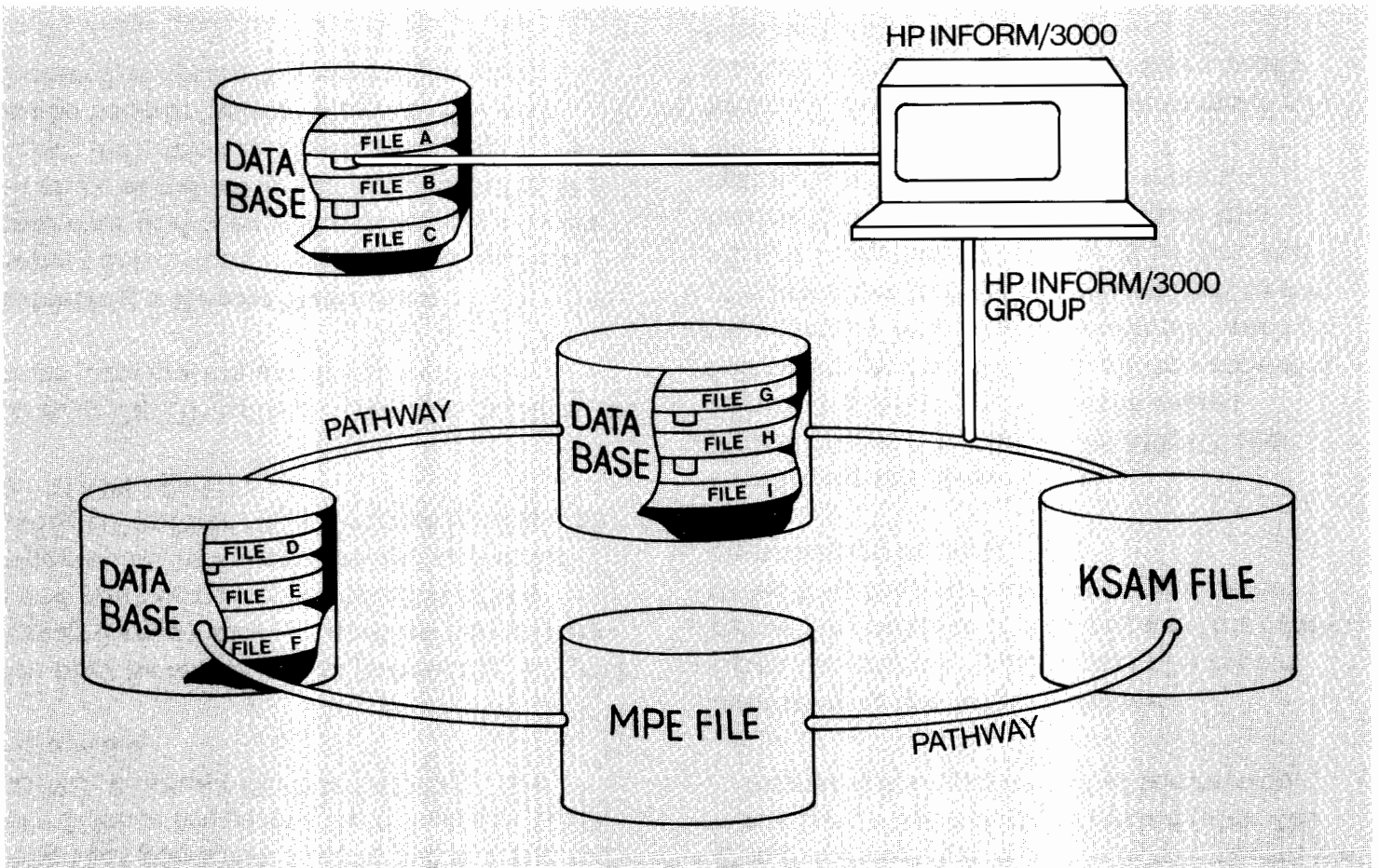


Figure 8-5. Gathering Data Using Data Bases and HP Inform/3000 Groups

Displaying the Report Catalog

Now that you know how to define a report, let's discuss the second option on the MAIN MENU: DISPLAY REPORT CATALOG. See

Figure 8-2.

You may have the task of producing a report. It may already exist or another report may serve your purpose. To see a list of the reports that have been created and saved using HP Inform/3000, choose option 2 on the MAIN MENU.

Look in the HP Inform/3000 User's Guide for more information about this option.

Selecting a Report Definition

Report definitions (descriptions) that are used over and over—like quarterly reports—can be saved using HP Inform/3000. If a report definition has been saved, option 3 can be used to “select” it again. You may choose this option for several reasons:

Previewing the Report Layout
Often you want to look at part of a report before you produce it. You can use this option to see how the spacing looks and whether the organization is clear.

Producing the Report

This is option 5 on the MAIN MENU. See Figure 8-2. After you write the report definition, you may choose not to produce it immediately. You may, for example, want to preview a few lines of the report first to see what it looks like. If it looks good, you can return to the MAIN MENU and use this option to actually produce the report.

You may also choose this option to make additional copies of a report that has already been defined.

For more information see Appendix A in the HP Inform/3000 User's Guide.

Adding the Report Definition to the Catalog

After you define a report, you may choose to save the definition so it can be used to reproduce the report later.

Suppose you define a report that summarizes manufacturing information by fiscal quarter. The report format is the same, only the data changes. You would use option 6 to add the report definition to the report catalog so the report can be reproduced each new quarter. The report format remains the same, only the data changes.

When you save a report, the following statements appear one at a time:

```
TYPE A REPORT NAME(6)>
```

```
TYPE REPORT DESCRIPTION(50)>
```

The "6" in the first statement refers to the number of characters you may use to name the report. The "50" tells you how many characters you can use to describe the report. You don't have to type a description, but it is a good way to keep track of exactly what the report contains. When you display the report catalog (using option 2), both the report name and description appear.

Deleting a Report Definition from the Catalog

To delete a report from the HP Inform/3000 catalog, choose option 7 from the MAIN MENU. When you choose this option, HP Inform/3000 asks you the name of the report you wish to delete. When you supply it, HP Inform/3000 asks you if you want to reconsider. If you say no, the report is deleted from the HP Inform/3000 Catalog.

Setting Format Options
Unless you override HP Inform/3000's preset values, your report is automatically formatted. Setting format options is option 8 on the MAIN MENU. This option allows you to:

- change the number of characters you want to display on each line of the terminal or printed page
- change the number of lines displayed down the terminal or printed page
- prevent a title line and headings from appearing each time a new page is displayed or printed
- delete all blank or duplicate lines within the report

When you define a report and add it to the report catalog, both the report and its corresponding format are saved. Each time the report is reproduced, it appears in the format you established when you first defined the report. If you don't change the format, HP Inform/3000's preset values are saved.

Exiting from HP Inform/3000

You already know how to start the HP Inform/3000 program; option 9 on the MAIN MENU is used to end it.

Congratulations! You have just taken your first steps toward mastering HP Inform/3000. With a little experience, you'll be able to develop elaborate, informative reports with ease.

The HP Inform/3000 User's Guide (Part Number 32246-90001), contains more information about HP Inform/3000.

Now, you may redo this module of the Guided Tour if you wish or you may choose another.