LAB: System i Access for Web

Using the Functions:

Messages, Files, Command, Print, Jobs, Downloads

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Lab Objective

In this lab you will learn how to use some of the features available in the System i Access for Web print, messages, files, jobs and command functions.

Before starting the lab exercises, make sure you have read the **Lab Instructions** document. Information contained in that document will be used in the lab task contained in this document.

Good luck with the lab exercises!

Please raise your hand if you have questions!

Lab 1: Using Messages

Introduction

System i Access for Web provides support for accessing message queues on an i5/OS system. The Messages function is accessed through the **Messages** tab on the System i Access for Web navigation bar.

By clicking on the Messages tab, an overview of the tasks you can perform using these functions is shown in the System i Access for Web content pane. To view the overview open a web browser and enter the *System i Access for Web Main URL* from the lab worksheet and then click on the **Messages** tab.

This lab takes you step-by-step through the various functions available in System i Access for Web Messages, including working with messages and message queues.

Task 1: Working with messages

This task shows you how to use Messages functions of System i Access for Web to view, send, and delete messages from a message queue on the i5/OS system. Delete operations can be performed on a message by message basis or on a queue basis.

1. If you currently have a browser open and it is displaying a System i Access for Web page that includes the navigation bar; you may skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the *System i Access for Web Main URL* from the lab worksheet in the Lab Instructions document. Sign on to i5/OS using the *User ID* and *Password* values from the lab worksheet.
2. Click on the **Messages** tab on the navigation bar located on the left side of your browser window.
3. Click the **Display messages** link to display the contents of your message queue. If you have more messages than the default number of messages per page (25), the message list is broken up into pages that can be accessed through the navigation arrows above and below the message list.
4. Click the **Delete** link in the Action column for the message named "Test Message". The message will get deleted and the message listing will be updated to reflect the delete. Notice the message named "Test Message" is not displayed in the updated list.

5. Click the **Send Message** link on the **Messages** navigation tab. The Send Message form is displayed.
6. Enter the User ID you logged on as in the "To System i user profiles" text box. Click on the **Add...** button next to the " To System i user profiles" text box. The "Add Users" wizard displays a list of the users on the system. To add one of the users on the system to the " To System i user profiles" text box, simply highlight the user's id and click **OK**. We will not use the wizard to send a message to another user, click **Cancel** to go back to the "Send Message" form. The same methods are used to send a message to a message queue rather than a user id.
7. Select the **Informational** radio button for the message type. Informational messages do not require a reply, Inquiry type messages require a reply.
8. Type **Test Message** in the message text box.
9. Click the **Send** button. A confirmation screen is displayed after your message is sent.
10. Click the **Display Messages** link on the **Messages** navigation tab. The message you just sent will be displayed in your message list because you sent it to yourself.

Task 2: Working with message queues

System i Access for Web allows you to access all of the message queues on the i5/OS system. This function is available via the **Message queues** item on the **Messages** tab. A user can also create a new message queue from the Message queues display.

1. Click on the **Message queues** link on the **Messages** tab. A list of all the message queues on the i5/OS system is displayed. The listing displays the list in the format Library name/Queue name.
2. Select **Create message queue…** from the drop-down list near the top of the page. Click the **Perform action** button that is to the right of the drop-down list.
3. Type **TESTxx** (where xx is your team number) in the Message queue field. This will be the name of your new message queue.
4. Type **WAxxLIB** (where xx is your team number) in the Library field. This will be the library for the new queue.
5. Click the **Run Command** button on the Create Message Queue panel to create the new message queue.
6. After the new message queue is created the message queue listing is displayed. Your new message queue is in the list but you may have to page through the listing to find your new message queue.

Use the navigation links at the top/bottom of the panel to page through the list looking for message queue **WAxxLIB/TESTxx** (see example below).

Message Queues

	--- Select List Action --- ▼	
◄◄ ◄ Page 1 of 16 ► ►►	Jump to page: 1	Total: 388
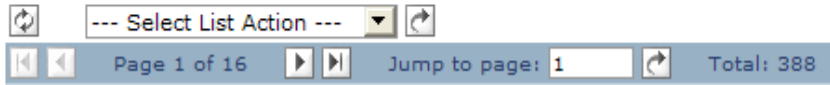
7. Click the name of your new message queue to view its contents.
8. Your new message queue is empty (it contains no messages). You can send a message to this queue using the same process as described in Task 1 above. We will not do this now.
9. Click the **Message queues** link on the **Messages** navigation tab and find your new message queue once again.
10. Click the **Delete** link in the action column for your message queue. A confirmation dialog is displayed, click the **Run Command** button. After deleting the message queue, the message queue listing is displayed. Notice your new message queue is no longer in the listing.

Task 3: Displaying Operator Messages

System i Access for Web allows you to quickly access messages for the system operator message queue (QSYSOPR) on the i5/OS system.

This function is available via the **Operator messages** item on the **Messages** tab. To view the messages for the system operator and to learn how to add a bookmark to them, follow the steps below.

1. Click on the **Operator messages** link on the **Messages** tab. A list of all the QSYSOPR messages is displayed.
2. Operator messages are often used when doing system diagnostics and error tracking and recovery. You can quickly access operator messages by having a bookmark or a desktop shortcut. Add a bookmark in your browser session now.
3. Close the browser.
4. Open the browser and select the bookmark you just added. You will be prompted to enter the User ID and Password from you worksheet.
5. The QSYSOPR messages will be displayed.

Task 4: Sending Break Messages

System i Access for Web allows you to send break messages to 5250 workstation sessions and Lotus Sametime users. In order to send to Sametime users, a Sametime server must be configured, and System i Access for Web configuration settings must be made to enable the support. Sametime is not configured for this lab, so the Send Sametime message option will not appear in the Message function.

1. Click on the **Start Session** link on the **5250** tab.
2. In the **Workstation ID** area, enter **WAxx5250** for the workstation ID to use.
3. Click the **Start Session** button.
4. Enter your WAxx user id and password to sign on to the 5250 session. Hit enter to sign on. You should be at a command entry screen. If not hit the keys necessary to get a command prompt.
5. Click the **Send break message** link on the **Messages** tab.
6. Click the **Add...** button. Select the WAxx5250 session entered above. Click the **OK** button.
7. Type in your message text. Note: On some versions of i5/OS, the sending user will display QUSER. Due to this, System i Access for Web automatically prepends the sending user to the message. If you don't like this behavior, simply delete the text and enter your message.
8. Click the **Send** button.
9. Click the **5250** tab and select the **Active sessions** link. Select the **Reconnect** icon from the Action column to reconnect to your active 5250 session. Notice the break message is displayed.

Lab 2: Using Files

Introduction

System i Access for Web provides support for accessing the integrated file system on an i5/OS system. File functionality is accessed through the **Files** tab on the System i Access for Web navigation bar.

By clicking on the Files tab, an overview of the tasks you can perform using these functions is shown in the System i Access for Web content pane. To view the overview open a web browser and enter the ***System i Access for Web Main URL*** from the lab worksheet and then click on the ***Files*** tab.

This lab takes you step-by-step through the various functions available in System i Access for Web file, including navigating through the i5/OS integrated file system, and browsing, downloading, or uploading files.

You can also display and browse the NetServer File Shares on the i5/OS system.

Task 1: Navigating the i5/OS integrated file system (IFS)

This task shows you how to use the Browse File function of System i Access for Web to view files in the i5/OS integrated file system.

1. If you currently have a browser open and it is displaying a System i Access for Web page that includes the navigation bar; you may skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the ***System i Access for Web Main URL*** from the lab worksheet. Sign on to i5/OS using the ***User ID*** and ***Password*** values from the lab worksheet.
2. Click on the **Files** navigation tab on the left side of your browser window.
3. Click the **Browse files** function to display the contents of your initial directory in the browser window.
4. Find the ***walab*** directory. Click on the walab link. This will expand the directory, showing the files and subdirectories it contains. Click on the ***file*** directory link, and click on the ***download*** subdirectory link. This will display the contents of the ***walab/file/download/*** directory.
5. You will start here in the next task.

Task 2: Display and copy files from the system

System i Access for Web allows you to display a file from your i5/OS integrated file system in your browser or a registered plug-in. The browser will determine how to display the file contents based on it's settings for the type of file selected.

1. In the **walab/file/download** directory, click on the *Bungy_fishing.mpeg* file, notice that the browser will use the application that is registered for the file content type that is registered for the extension *.mpeg*. (You may be prompted to enter your user id and password again)
2. Close the application. Now click on the *USSStennis.jpg* file, notice that it displays right in the browser window.
3. Now click on the *READMEGT.TXT* file.

Task 3: Copy files to system

System i Access for Web allows you to copy a file from your workstation into the directory that is currently being displayed.

1. Click on the **file** portion of the **Directory Contents** heading at the top of the page.
2. Click on the *Upload* directory.
3. Click on your i5/OS team directory *waxxdir*, where xx is your team number.
4. Select **Copy Files to System** from the drop-down list near the top of the page. Click the **Perform action** button that is right of the drop-down list. The **Copy Files to System** page is displayed.
5. Click on the **Browse** button and navigate to the *C:\WALab\Upload* directory on your workstation.
6. Click the *sonicboom.jpg* file.
7. Click on the **Open** button to select the file.
8. If the file exists in your i5/OS directory, check the **Replace file** checkbox below the file name.
9. Click the **Copy File** button. Notice that *sonicboom.jpg* now appears in the list of files on the page.
10. Click on the file name to view the picture.
11. Close the browser window.

Task 4: Listing NetServer File Shares

This task will show you the NetServer file shares that are defined on the i5/OS system.

When you access file shares, notice the **User Count** and **Permission** column headings. The **User Count** column shows the number of users that are actually signed on, or attached, to the share and the **Permission** column tells whether the share is read only or read / write.

1. Click on the **Files** navigation tab on the left side of your browser window.
2. Click the **File Shares** function to display the NetServer file shares defined on this i5/OS system.
3. Find the *walab**RO*** share name and click on it.
4. Notice the subdirectories under this share point are listed. Click on the *file* directory and click on the *download* subdirectory. This will display the contents of the *walabRO/file/download* directory.
5. Click the *USSStennis.jpg* file. Close the window displaying the image.

Task 5 (Optional): Accessing Read/Write File Shares

This task will show you the NetServer file shares that are defined on the i5/OS system.

1. Click on the **File** navigation tab on the left side of your browser window.
2. Click the **File Shares** function to display the NetServer file shares defined on this i5/OS system.
3. Find the *walab**RW*** share name and click on it. This share has read/write access.
4. Notice the subdirectories under this share point are listed. Click on the *file* directory and click on the *upload* subdirectory. This will display the contents of the *walabRW/file/upload* directory
5. Click on the **waxxdir** directory, where xx is your team number.
6. Note in the action column of the listed files several icons are displayed. These icons let you: copy, copy to folder, rename, delete, and work with the file.
7. Near the top of the page, there is a drop-down list that lets you select the **Create Directory** and **Copy Files to System** actions.
8. You will start here in the next task.

Task 6 (Optional): Copy files to a Netserver Share

System i Access for Web allows you to copy a file from your workstation into the share directory that is currently being displayed.

1. Click on **file** in the **Directory Contents** heading at the top of the page.
2. Click on the ***Upload*** directory.
3. Click on your i5/OS team directory name (***waxxdir***).
4. Select **Copy Files to System** from the drop-down list near the top of the page. Click the **Perform action** image that is right of the drop-down list. The **Copy Files to System** page is displayed.
5. Click on the **Browse** button and navigate to the ***C:\WALab\Upload*** directory.
6. Click the ***sonic.mpeg*** file.
7. Click on the **Open** button to select the file.
8. If the file exists in your i5/OS directory, check the **Replace file** checkbox below the file name.
9. Click the **Copy File** button. Notice that ***sonic.mpeg*** appears in the list of files.

Task 7 (Optional): Accessing a Read Only file share

System i Access for Web allows you to copy a file from your workstation into the share directory that is currently being displayed.

1. Click on the **File** navigation tab on the left side of your browser window.
2. Click the **File Shares** function to display the NetServer file shares defined on this i5/OS system.
3. Find the ***walab*RO** share name and click on it. This share has read only access.
4. Notice the subdirectories under this share point are listed. Click on the ***file*** directory and click on the ***upload*** subdirectory. This will display the contents of the ***walabRO/file/upload*** directory.
5. Note that there is not a drop-down list near the top of the page that lets you select the **Create Directory** or **Copy Files to System** actions.
6. The Read Only attribute on the file share disables the options to write to the file share.

Task 8 (Optional): Zipping a Directory

System i Access for Web allows you to compress a directory or file into a ZIP file..

1. Click on the **File** navigation tab on the left side of your browser window.
2. Click the **Browse Files** link.
3. Find the *walab* directory link and click on it. Find the *file* link and click on it.
4. Find the *Work with* action icon in the Action column of the file list. Click on the Work with icon.
5. Click on the *Zip* link in the Action section.
6. In the Destination field, enter **WAxx.ZIP** (where xx is your team number).
7. Click on the *Zip* button.
8. A waxx.zip file should now appear in the list. You could now download this file and unzip the contents onto your workstation. The opposite is also true. You can create a ZIP file on your workstation and use System i Access for Web to copy the file to the i5/OS system. Files with a ZIP extension are a special type of file in System i Access for Web. When you select the Work with action for a .ZIP file, an unzip option is available.
9. Click on the *Delete* icon in the Action column for the ZIP file you created.
10. Click on the *Delete File* button to confirm the delete operation.

Lab 3: Using Command

Introduction

System i Access for Web provides support for prompting and running batch commands on an i5/OS system.

Interactive commands can also be prompted and run, but their usefulness is limited because only command execution success or failure can be shown. If *PRINT is specified for the output of an interactive command, you can run an interactive command and view the output using the System i Access for Web Print function.

Command functionality is accessed through the **Command** tab on the System i Access for Web navigation bar.

This lab will show you the functions provided by System i Access for Web Command.

Task 1: Prompting and running an i5/OS batch command

1. If you currently have a browser open and it is displaying a System i Access for Web page that includes the navigation bar; you may skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the **System i Access for Web Main URL** from the lab worksheet. Sign on to i5/OS using the **User ID** and **Password** values from the lab worksheet.
2. Click on the **Command** navigation tab on the left side of your browser window.
3. Click the **Run command** function to display the run command panel.
4. Type **cpyf qiws/qcustcdt**.
5. Select the **Prompt** button.
6. The basic parameters for the copy file command will now be shown. Since we had entered the source file and library on the command line, the command function has placed the values in the correct fields.
7. To see the advanced parameters, select the **Advanced** button.
8. To get field level help for a parameter, select the **?** icon next to the parameter. This will bring up a new window and display the help. If you

leave the help window up, and select help for another parameter of the same command, the help will be repositioned in the "help" window.

9. Find the **To file** field, and type **qcustcdt**, and **waxxlib** where xx is your workstation number in the library field.
10. Find the **Replace or add records** field and select ***REPLACE**.
11. Find the **Create file** field and select ***YES**.
12. Select the **Run Command** button.
13. When the command completes, the command you ran was been added to the list of **Previous commands** at the bottom of the browser window.

   At this point, the list of Previous commands is just a list of commands that have been run while this browser session has been active. If there is a command that needs to be run repeatedly, it should be saved in a list that is saved across browser sessions.

   Saving the command will make it available the next time you open a browser session to System i Access for Web.

14. Click the **Save** icon in the Action column of the listed command to save the command. In the Name field, type **Copy customer file**. Click the **Save** button. The command has now been saved into the list of **My commands** and will be available for future browser sessions.

Task 2: Prompting and running an i5/OS interactive command, and viewing output

1. Click on the **Command** navigation tab on the left side of your browser window.
2. Click the **Run command** function to display the run command panel.
3. Type **wrkactjob**.
4. Select the **Prompt** button.
5. In the **Output** drop down list, select ***PRINT**.
6. Select the **Run Command** button. If this was a command that may take minutes or hours to complete, we may want to select **Submit batch job** to have the command run in the background. Selecting the **Run command** button will wait for the command to complete.
7. Note: If the command completed successfully, a new spooled file was created for the current user. To see this spooled file, we need to use the Print function.
8. Click the **Print** navigation tab on the left side of your browser window.
9. Click the **Printer output** item.
10. At the bottom of the list of spooled files, look for a file named **QPDSPAJB**.

11. Right click on the View icon in the Action column for this spooled file and select *Open Link in New Window*. A new window will be opened displaying the contents of the spooled file. Close the window when you are done viewing the spooled file.

Task 3: Using the "My Folder" option for status output

1. Click on the **Command** navigation tab on the left side of your browser window.
2. Click the **Run command** function to display the run command panel.
3. Type **wrkactjob**.
4. In the Output field, select **My folder**.
5. Select the **Prompt** button for the Command field.
6. In the **Output** drop down list, select ***PRINT**.
7. Select the **Run command** button.
8. At the top of the navigation bar area in the upper left of the window, select the **My Folder** link.
9. There should be a new, unopened item. Right click on the **Open** icon in Action column and select *Open Link in New Window* to view the contents of the file. A new window will be opened displaying the contents of the file. The content of file should state the command you ran and that is completed successfully. Close the window when you are done view the My Folder item.
10. Note: If the command ran successfully, we created a new spooled file for the current user. To see this spooled file, we need to use the Print function.
11. Click the **Print** navigation tab on the left side of your browser window.
12. Click the **Printer output** item.
13. At the bottom of the list of spooled files, look for a file named **QPDSPAJB**.
14. Right click on the View icon in the Action column for this spooled file and select *Open Link in New Window*. A new window will be opened displaying the contents of the spooled file. Close the window when you are done viewing the spooled file.

Task 4: Using the command search function

1. Click on the **Command** navigation tab on the left side of your browser window.
2. Click the **Search** link to display the Search for Commands panel.
3. Type **wrk*** in the Command field.

4. Select the **Search** button.
5. A listing of all the commands starting with WRK will be listed.
6. Type ***act*** in the Command field.
7. Select the **Search** button.
8. A listing of all the commands with ACT in them will be listed.
9. Type ***job** in the Command field.
10. Select the **Search** button.
11. A listing of all the commands ending in JOB will be listed.
12. Type **user profile** in the Command field.
13. Select the **Search by: Text description** radio button.
14. Select the Search button.
15. A listing of all the commands that have a text description containing "user profile" will be listed. (Text description searches are based on the translated languages installed on the system)

Lab 4: Using Print

Introduction

System i Access for Web provides support for accessing print related objects on an i5/OS system. Print related functionality is accessed through the **Print** tab on the System i Access for Web navigation bar.

By clicking on the Print tab, an overview of the tasks you can perform using these functions is shown in the System i Access for Web content pane. To view the overview open a web browser and enter the *System i Access for Web Main URL* from the lab worksheet and then click on the **Print** tab.

This lab takes you step-by-step through some of the common activities you might perform using System i Access for Web Print.

Task 1: Listing and viewing spooled files

This task shows you how to find your printer output and view the content of the spooled files.

1. If you currently have a browser open and it is displaying a System i Access for Web page that includes the navigation bar; skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the *System i Access for Web Main URL* from the lab worksheet in the Lab Instructions package. Sign on to i5/OS using the *User ID* and *Password* values from the lab worksheet.
2. Click on the **Print** navigation tab on the left side of your browser window, then click on **Printer output**.
3. The printer output for your user profile is displayed. Notice that you can perform actions on the spooled file, including several options to view the content.
4. Right click on the **View** action icon for one of the spooled files and select *Open Link in New Window*. The spooled file content is displayed in a new browser window as an image inside an HTML document.
5. Close the spooled file view window and return to the window with the spooled file list.
6. Click on the **View As** action icon for one of the spooled files. Select to view as TIFF. Click the **View** button. If a dialog box appears, select "Open" to view the document.

7. If a new window was opened for the TIFF preview, close the window. If the TIFF image was shown in the current browser window, click the browser "Back" button to go back to the spooled file list.

Task 1.1 (Optional): Working with spooled files

This task shows you the options that are available for working with a spooled file. The files in your printer output list will be used for other tasks, so do not delete or modify the files.

1. If you currently have a browser open and it is displaying a System i Access for Web page that includes the navigation bar; skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the **System i Access for Web Main URL** from the lab worksheet in the Lab Instructions package. Sign on to i5/OS using the **User ID** and **Password** values from the lab worksheet.
2. Click on the **Print** navigation tab on the left side of your browser window, then click on **Printer output**.
3. The printer output for your user profile is displayed. Notice that you can perform actions on the spooled file, including several options to view the content.
4. Click on the **Work with** action icon for one of the spooled files.
5. Notice that options exist to Hold/Release, Print Next, and Delete the spooled file.
6. You can also…
    1. Move the spooled file to another printer or output queue.
    2. Send the file to another system.
    3. Change the current attributes of the file. Changing the attributes of the spooled file allows you to change options such as number of copies to print, page ranges to print, and so on.
    4. Copy the printer output to a database file

Task 2: Viewing a spooled file with the AFP Viewer from Internet Explorer

This task shows you how to use the Printer Output function of System i Access for Web to view the contents of an AFP or SCS spooled file located on an i5/OS output queue.

To view a file with the AFP file viewer, your workstation had to be configured with the AFP Viewer. If you have problems with the AFP Viewer, please contact the lab instructor or refer to the Appendix of this document for AFP Viewer setup instructions.

1. From your browser window, click on the **Print** tab.
2. Click the **Printer output** link to get the list of printer output for your user profile.
3. Click on the **View As** action icon of a spooled file you would like to view.
4. Select **AFP Viewer** from the **View as** drop-down list.
5. If prompted to either save the output or open the file from its current location, choose to **open the file from its current location**. Click **OK**.
6. On the "Open With" panel choose to open the file with **AFP Workbench Viewer**.
7. Click **OK** to view the output.
8. Close the AFP Workbench Viewer and continue to the next lab.

Task 3: Viewing a spooled file as PDF output

This task shows you how to use the Printer Output function of System i Access for Web to view the contents of a spooled file located on an i5/OS output queue.

System i Access for Web can render 2 types of PDF output:

- When the IBM software product IBM Infoprint Server (5722-IP1) is installed on the i5/OS system, System i Access for Web will use it to generate the PDF output. PDF output generated using the IBM Infoprint Server will be a higher quality document. You can do things like search through the text output for a specific string.
- When IBM Infoprint Server is not installed on the i5/OS system, System i Access for Web will imbed a page image for each page of the output into a PDF document. This output is not as functional as that generated using the IBM Infoprint Server product. Since each page is an image, you can not perform text searches on this output.

1. Click on the **Print** navigation tab on the left side of your browser window, then click on **Printer output**.
2. Click the **View PDF** link in the Action column for a spooled file.
3. We will use the default settings for now, so click the **Run** button.
4. The spooled file content is displayed as a PDF document. Note that the output may be rotated if the data it is wider than 80 columns. This is done so the document can be printed correctly. You can use the viewer controls to rotate the output for viewing.

Task 4: Sending PDF output to other destinations

This task shows you how to send PDF output to personal folder or as email attachment. In order to view printer output as PDF, the content has to be converted. If the output is large, the conversion may take a while. Personal folder and email attachments can be used to convert the output asynchronously, so you don't have to wait for the conversion to complete.

1. Click on the **Print** navigation tab on the left side of your browser window, then click on **Printer output**.
2. Click the **View PDF** icon in the Action column for a spooled file.
3. Change the destination to **Personal folder**.
4. You may send the output to other user's personal folders. To send output to another user, click on the **Settings** button. You can name the item and enter a list of users to send the output. We will send the output to ourselves, so click the **Cancel** button.
5. Click the **Run** button. The PDF output is placed in your personal folder when the conversion is complete.
6. Click the **My Folder** link in the upper left hand corner of the navigation bar to display the list of items in your personal folder.
7. Click the **Open** icon in the Action column to view the PDF output.
8. Now we'll try to send PDF output as an email attachment. Email attachment is a good way to send output to a user that is not an i5/OS user.
9. Click on the **Print** navigation tab on the left side of your browser window, then click on **Printer output**.
10. Click the **View PDF** icon in the Action column for a spooled file.
11. Change the destination to **Mail as attachment**.
12. Click the **Run** button.
13. Enter the email address to mail the output to. We'll mail it to ourselves, so copy the email address in the "From" field and paste into the "To" field.
14. Type "My PDF test output" in the subject field.
15. Type your email text in the text box.
16. Click the **Send** button.
17. If the network this lab is running on is configured for email, you should get an email item. Check for your email now. If you aren't sure how to check your email, refer to the **Lab** Instructions.

Task 5: Listing and managing printers

This task shows you how to list printers on the i5/OS system and control the printers.

1. Click on the **Customize** navigation tab on the left hand side of your browser window.
2. Click on the **Preferences** link to customize your user profile preferences.
3. Click the **Edit Preferences** action icon for the Print category to configure your print preferences.
4. Notice the **Printers list view** setting has two possible values, "Basic" and "Advanced". We'll look at the basic view first. Select **Basic**.
5. Click the **Save** button to save the preference.
6. Click on the **Print** navigation tab on the left side of your browser window, then click on **Printers** link.
7. Notice that you can make the printer available/unavailable and stop/start the printer using the icons in the Action column. Also note that you can click on the output queue associated with the printer and see the printer output for that printer.
8. Now we'll take a look at the advanced view. Click on the **Customize** navigation tab on the left hand side of your browser window.
9. Click on the **Preferences** link to customize your user profile preferences.
10. Click the **Edit Preferences** action icon for the Print category to configure your print preferences.
11. Change the **Printers list view** setting to **Advanced**.
12. Click the **Save** button to save the preference.
13. Click on the **Print** navigation tab on the left side of your browser window, then click on **Printers** link.
14. Notice that with the advanced view, you can manage the writer associated with the printer, where the basic view hides the writer. Also note that printers now can be varied on/off, and output queues can be held/released with this view.

Task 6: Work with the printer device associated with a Printer Share

This task shows you how to use the Printer Shares function of System i Access for Web to work with the printer device associated with the printer share. Follow these steps to perform this task:

1. Click on the **Print** tab on the navigation bar located on the left side of your browser window and then click on the **Printer Shares** link**.**

2. Find the printer **Share** named "WEBSHARE" and then click on the share name to work with the printer device.
3. Click on the output queue name to work with the spooled files that exist on the associated output queue.
4. Browse through the output listed for this shared printer.

Task 7: Listing the spooled files located on an i5/OS output queue that is not linked to a printer device

This task shows you how to use the output queue function of System i Access for Web to display the spooled files that exist on a non-printer device output queue. It uses the output queue named "WebQueue" in a library named "WebLib". Follow these steps to perform this task:

1. Click on the **Customize** navigation tab on the left hand side of your browser window.
2. Click on the **Preferences** link to customize your user profile preferences.
3. Click the **Edit Preferences** action icon for the Print category to configure your print preferences
4. Change the **"Output queue library filter"** preference to "**Use all user libraries**", change the Action column to **"Apply setting to profile",** and then click **Save**.
5. Click on the **Print** tab on the navigation bar located on the left side of your browser window and then click on the **Output queues** link**.**
6. Find the output queue named "WEBLIB/WEBQUEUE" and click on the queue name to see a list of the spooled files that are available on the queue.
7. Browse through the output listed for this output queue.

Lab 5: Using Jobs

Introduction

System i Access for Web allows you to access jobs on the i5/OS system for either the user job list or the server job list.

Job functions are accessed through the Jobs tab on the System i Access for Web navigation bar.

Task 1: Jobs

This task will display a list of user jobs that belong to the signed on user. By default, the user job list will contain active jobs and queued jobs.

From the displayed list, you have the option of performing several different actions on the individual jobs.

1. If you currently have a browser open and it is displaying a System i Access for Web page that includes the navigation bar; skip to step 2, otherwise open a web browser, either Netscape or Internet Explorer. Open the **System i Access for Web Main URL** from the lab worksheet section in the Lab Instructions document. Sign on to i5/OS using the **User ID** and **Password** values from the lab worksheet.
2. Click on the **Jobs** navigation tab on the left side of your browser window.
3. Click on the **Jobs** link.
4. At the bottom of the display is a **Job preferences** link. Click this link.
5. For the Preference **User job list filter**, select a setting of **All jobs**. Click the Save button.
6. The list of jobs should be refreshed with a number of jobs. From the list, you can select the Printer Output and Properties actions for the individual completed jobs. Active jobs will have other Actions available. Select different actions to see what information is returned.

Task 2: System Jobs

This task will display a list of system jobs that are running on behalf of the signed on user.

From the displayed list, you have the option of performing several different actions on the individual jobs.

1. Click on the **Jobs** navigation tab on the left side of your browser window.
2. Click on the **Server jobs** link. A list of jobs will be displayed that actions can be performed against. Those actions include holding the job, ending/deleting the job, view the job's job log, and view properties for the job.
3. For a listed job, select the **View job log** icon action.
4. From the job log listing, select the link for a system message ID to view the message details.
5. Select the browser back button until you return to the list of system jobs.
6. Select the **View job properties** icon action for a different job.
7. A new browser window is opened displaying the properties for the job. Review the job properties.

Lab 6: Using Download

Introduction

System i Access for Web allows administrators to set up software packages to be downloaded to end user PCs. Currently, 5 default download packages are shipped with System i Access for Web.

The shipped packages available for download are:

- System i Access for Linux (i386)
- System i Access for Linux (PPC)
- System i Access for Linux 64-bit (PPC64)
- System i Access for Linux 64-bit (X86-64)
- Windows AFP Viewer Plug-in

While all 5 of these items are valuable to end users, the real power of the Download function is to allow administrators to put their own software packages into System i Access for Web as available download options. Any of the Download packages can be set up to only allow certain users or groups of users to download them.

Download functions are accessed through the Download tab on the System i Access for Web navigation bar.

Task 1: Navigating the shipped download entries

This task will demonstrate the basic capabilities of the Download function.

1. Open a new browser window. Open the **System i Access for Web Main URL** from the lab worksheet section in the Lab Instructions document. Sign on to i5/OS using the WAxxADM (where xx is your team number) **User ID** and **Password** values from the lab worksheet.
2. Click on the **Download** navigation tab on the left side of your browser window.
3. Click on the **Downloads** link.
4. The 5 default downloads discussed in the Introduction should be shown. **PLEASE DO NOT MODIFY** the default download packages. Since you are signed on as an administrator, you are allowed to modify these entries, but modifications that you make would affect other users in this lab.

Task 2: Creating a user download entry

This task shows how to create a user defined download package. This task assumes you completed the previous task.

1. Click on the **Create download** link under the Download navigation tab on the left side of your browser window.
2. Type a name for the download entry in the **Name** field. Use a name that is unique to your team number, for example WAxx (where xx is your team number). You can type a description also, but it is not required.
3. Click the **Browse...** button to select a file that is to be made available for download. (The file must reside on the workstation file system, not in the i5/OS file system. The file will be placed in a secure location in the i5/OS file system upon completion of the creating the download package)
4. Navigate to the C:\walab\upload directory and select the sonicboom.jpg file. Click the **Open** button. (NOTE: A typical usage would be to put an install image into a download package, but to avoid any licensing or legal issues this lab sets up a download package for a jpg file)
5. Click the **Create Download** button. The download item should appear in the list.
6. At this point the download package is available to the WAxxADM profile that created it. To make it available to our WAxx user profile, select the **Work with** icon in the Action column for the new download package.
7. Select the **Manage access** link.
8. Under the **Allow Access** section, click the **Add...** button.
9. Select the **WAxx** user profile (where xx is your team number).
10. Click the **OK** button.
11. Open a new browser window to System i Access for Web, and sign on using the WAxx (where xx is your team number) user profile information.
12. Select the Downloads link on the Download navigation tab.
13. The newly created package should now show up in the list for WAxx. Notice that this user does not have the Work with option for the download package.

Congratulations!

You have completed the System i Access for Web lab!

APPENDIX

Setting up the AFP Viewer

The Using Print lab contains tasks that view printer output using an AFP Viewer.

The lab workstation should have been set up with an AFP Viewer. But if the AFP Viewer is not working or has not been set up, the steps below should help you set up the AFP Viewer.

The steps below are Windows 2000 specific, other versions of Windows may require a different setup procedure. Follow these steps to enable the AFP Viewer from Internet Explorer:

1. Double click My Computer on your desktop.
2. Select "Tools", then "Folder Options", click on the "File Types" tab.
3. Check to see if AFP is listed in the extensions column. If it is, skip to the step 11.
4. Click "New" .
5. On the "Create New Extension" panel in the "File Extension" field, enter **afp**.
6. Click OK.
7. A new registered file type **"AFP"** will be listed under registered file types. Select this new entry by clicking on it.
8. Click the "Change..." button to display the "Open With" panel.
9. Click the "Other..." button to display a second "Open With..." panel.
10. Use this panel to locate the AFP Viewer program "ftdwinvw.exe". It should be located at: **"c:\program files\IBM\Client Access\Afpviewr\ftdwinvw.exe".** Click "Open" to use this program to view AFP data. Click "OK" on the "Open With" panel to complete the process.
11. Click **Close** to close the Folder Options panel.

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