Using CIMS

This provides information about how to use the character-based CIMS menus and programs. With the information in this chapter you will learn about the following topics:

- Signing on
- Selecting a user assignment
- Changing assignments
- Using CIMS menus
- Understanding CIMS programs
- Using CIMS command screens
- Working with detail screens
- Using line screens
- Using processing programs
- Signing off

For CIMS Web Interface Users: Even if you are using the CIMS Web Interface, consider reviewing the information in this chapter. It provides information about a number of basic CIMS concepts that you will find useful even in the CIMS Web environment. In addition, from time to time you may encounter a “green screen,” and this chapter provides an introduction about the character-based interface.
Signing On

To use any of the CIMS software, you first sign on. Signing on is the process of identifying yourself to the CIMS software. You sign on to the CIMS software using your user ID and password. Your user ID and password tell the system which software, menus, and programs you are authorized to access.

If you do not already know your CIMS user ID and password, or if you encounter a problem while signing on to the CIMS software, consult your system administrator.

To sign on, start up your workstation. The system displays the Sign On screen.

1. Type your user ID in the **User** field at  and press **Tab**.

2. Type your password in the **Password** field at  .

   The password does not appear on the screen as you type it, to protect the security of your password.

3. When you press **Enter**, depending on your user ID, the system displays one or more of the following screens.
   - Select Secondary ACSFILES Library
   - Session Printer Override
   - User Assignment Selection
   - Your initial menu or program

If your system has multiple ACS environments, the system displays the Select Secondary ACSFILES Library screen when you sign on. Type **X** next to the ACSFILES library you want to use and press **Enter**. The system will then display the Session Printer...
Override screen, the User Assignment Selection screen, or your initial menu or program, depending on how your assignment is defined in ACS.

If the system displays the Session Printer Overrides screen, press Enter to accept the current printer defaults, or see Selecting Printer Overrides on page 24 for information about changing your printing settings for this session.

If the system displays the User Assignment Selection screen, proceed to Selecting a User Assignment on page 4.

If the system displays a menu, proceed to Using CIMS Menus on page 7.
Selecting a User Assignment

When your system administrator sets up security for your CIMS system, **user assignments** are assigned for each user. Your user assignment consists of files and work areas that you are authorized to access. If you are authorized to use a number of different CIMS software products, the system will display a User Assignment Selection screen as part of the sign on process. Using this screen, you tell CIMS which software products and files you want to work with.

1. Review the default in the **Assignment Selection** field at ❶. You can change the default by typing the number for the assignment you want to use and pressing **Field Exit**.

   The default is the assignment you have selected as your primary assignment. If no primary assignment is selected, the default is 1, which means you will automatically proceed to your first assignment if you do not enter another assignment number.

   You can have up to 99 assignments, up to nine of which can appear on this screen. If you have more than nine assignments, the system displays a plus sign (+) in the lower right corner of the screen. Press the Page Down key to see more assignments.

2. If applicable, type a valid client ID in the **Client** field at ❷. The system displays this field only if you have multiple clients available to you.

   When you press **Enter**, the system displays the menu for the assignment you selected.
Changing Assignments

While you are working with CIMS software, you may want to change assignments. For example, you may be working with the EMS™ software, and you want to go to the FMS software to check a journal entry. To go to a different CIMS software product, you need to change assignments.

Whether you can change assignments depends on how your user assignment is defined in the ACS software. Contact your System Administrator if you need access to more than one software product or client.

To change assignments:

1. From a CIMS menu, type 89 in the Option or Menu Item field of the menu. If you have more than one assignment, the system displays the User Assignment Selection Screen.

   If you are not authorized to change assignments, the system displays a message to that effect.

2. If applicable, type your password in the Password field at 0.

   The system does not display the Password field during initial signon; however, you may see the field when you want to change assignments, depending on how your user profile is set up. The password does not show on the screen as you type it.
3. Type the number (and client, if applicable) at ❷ (and ❸) that represents the assignment you want to use. When you press Enter, the system displays the main menu for the assignment you selected.
Using CIMS Menus

Once you have signed on to the system, you can use a series of menus to access the programs within the system. Each CIMS program is run from a menu. A menu is a list of options that are available to you. These options can be programs or other menus. Each option, whether it is a program or another menu, is called a menu item.

Each menu is identified by a menu number and a menu title. A menu number consists of a 3-letter product (or module) prefix followed by a 3-digit number; for example, SMS000. The menu title describes the general function of the items on the menu. For example, the title of SMS000 is Student Management System. It is the main menu for the SMS software.

The following screen is an example of a CIMS menu.

The number of programs and additional menus included on a menu varies depending on the particular software that you are accessing, your authority on the system, and whether menus have been created specifically for you. See the Application Control System User’s Guide for information about defining users and user security.
Selecting Menu Options

Each option (program or menu) listed on a menu is preceded by a number (called the option number). To select an option on a menu, type the option number in the Option or Menu Item field at the bottom of the menu and press Enter. The system responds with a status message in the lower left corner of the menu and then provides access to the item you requested. When you exit the menu item (either a program or a menu), the system redisplay the original menu.

The last two options on the menu are 89 Change Assignment and 90 Signoff. All CIMS menus list the Signoff option.

Backing Up to a Previous Menu

To back up to a previous menu, leave the Option or Menu Item field blank and press Enter.

If you cannot locate the item you need on your menu, contact your System Administrator.

Using Menu Navigation

The Option or Menu Item field also enables you to quickly access other CIMS menus or menu items. Simply type the menu or menu item ID that you want to access in the Option or Menu Item field and press Enter. The system provides access to the item you requested.

This feature enables you to move quickly within the CIMS software in your user assignment.

You must be authorized in ACS to navigate between menus and menu assignments to use this feature.
Understanding CIMS Programs

Each CIMS software product is made up of a number of programs. You use a program to perform a specific function.

Menu Item Numbers

Each program has a 7- to 10-character program name. Because you run programs from menus, each program is identified with a menu item name and a menu item title. The name usually consists of a 3-letter product (or subsystem) prefix, a period, a 3-digit number, and a title; for example, ACS.110 – Maintain System Options and Defaults.

There are a number of different types of programs in a CIMS software product. For example, there are:

- Code definition programs
- Option setting programs
- Maintenance programs
- Processing programs
- Printing programs
- Year-end programs

Often, the function of the program is indicated by the menu item number, for example:

<table>
<thead>
<tr>
<th>NumberSeries</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0xx</td>
<td>Program numbers starting with 00 are usually setup programs that need to be run first when you are implementing the system or starting a new year. For example, FMS.000 – Setup Client Members for FMS.</td>
</tr>
<tr>
<td>1xx</td>
<td>Program numbers starting with 100 are also setup programs. Most software options and code definition programs are numbered in the 100’s. For example, PAY.122 – Deduction/Contribution Codes.</td>
</tr>
<tr>
<td>2xx</td>
<td>Program numbers starting with 200 are usually also setup programs. For example, INV.210 – Category Codes.</td>
</tr>
<tr>
<td>3xx</td>
<td>Program numbers starting with 300 are usually maintenance programs, where you may do a lot of daily data entry to keep your system up-to-date. Examples of maintenance programs are EIS.301 – Employee Basic Information, which is the basic employee record in the EMS software, and STU.301 – Student Basic Information, which is the basic student record in the SMS software.</td>
</tr>
</tbody>
</table>
### NumberSeries | Description
--- | ---
4xx | Program numbers starting with 400 are frequently also maintenance programs, usually dealing with specific transactions such as recording receipts, issuing purchase orders, tracking time worked and time absent, and issuing stock. An example of this type of maintenance program is PUR.410 – Purchase Order Input.
5xx | Program numbers starting with 500 are report or listing programs. They can also be submittal programs for report writers.
6xx | Programs using the 600 number sequence are often used to perform some sort of processing on existing data. These programs usually perform processes such as purging files (for example, ACS.690 – Purge Batch History), generating special listings (for example, INV.635 – Unverified Items Listing), or completing special tasks (for example, INV.660 – Update Annual Usage File).
7xx | Programs numbered in the 700 series can be report writers, reports, or other types of processing programs (for example, PAY.719 – Employee Report Writer Definition).
8xx | Programs numbered in the 800 series are often special year-end programs or perform some other special function (for example, PAY.810 – Fiscal or Calendar Year-End Processing).
9xx | Programs in the 900 series are often special programs reserved for infrequently needed processes (for example, GNL.910 – Replace Financial Classification).

While each of the programs performs a different task, there are many similarities in the basic elements of programs. Most CIMS programs were originally developed using program templates called **models**. Because most of the programs use these templates (or models) as the basis for the program, many aspects of these programs are the same, regardless the software product you are using.

This section describes many of the attributes that are common in CIMS programs. When you become familiar with these common attributes, you can easily use the CIMS programs in any CIMS software product.
Using CIMS Command Screens

Code definition programs, maintenance programs, and some processing programs usually start with a command screen. Most command screens are similar to the following:

While there may be additional fields and functions on a command screen, depending on the program, they all have at least the following functions:

- A command field for entering the command you want to use
- A field (or fields) where you can specify the item you want to work with (for example, a code definition, employee record, invoice, or report writer format). This field, and its content, varies by program and software product
- An index selection
- An Auto Next Record? Field

CIMS Commands

The first field on a command screen is the command field. The command field appears at 1 on the sample command screen. Commands available to you are listed below the field. As a first step to completing this screen, you would choose a command from the list and type the first letter of the command at 1. Depending on the command you enter, you may need to complete additional fields on the screen before you press Enter.

You must enter a valid command on the command screen before you press Enter. If you type an invalid command or leave the command field blank, the system responds with a message telling you the command is not valid. Type a valid command to proceed.
### Command Description

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add</strong></td>
<td>The Add, or <strong>A</strong>, command enables you to enter new information into the system, such as a new stock item or category code. The system checks the new information to make sure that it does not already exist. If you try to add information that was added previously, the system responds with an error message telling you that the record already exists. To use the Add command, type <strong>A</strong> in the command field, supply other information requested on the screen, and press <strong>Enter</strong>.</td>
</tr>
<tr>
<td><strong>Change</strong></td>
<td>The Change, or <strong>C</strong>, command enables you to modify information already in the system. For example, you can use the Change command to revise employee or student records. You should use the Change command only when you are actually changing information. If you try to change information that is not on the system, the system responds with an error message telling you that the record is not on file. If you want to view information without making any changes, use the Lookup command. To use the Change command, type <strong>C</strong> in the command field, fill in any required fields, and press <strong>Enter</strong>.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>The Delete, or <strong>D</strong>, command enables you to remove existing information from the system. To use the Delete command, type <strong>D</strong> in the command field, fill in any required fields on the command screen, and press <strong>Enter</strong>. Before deleting the record, the system usually asks you to confirm that the correct item is being deleted. The system then deletes the record.</td>
</tr>
<tr>
<td><strong>Lookup</strong></td>
<td>The Lookup, or <strong>L</strong>, command enables you to review information on a screen, but prevents you from changing the information. You should use this command instead of the Change command when you only want to review information. To use the Lookup command, type <strong>L</strong> in the command field, fill in any other required fields, and press <strong>Enter</strong>. When you have finished reviewing the information, press <strong>Enter</strong> again to return to the command screen.</td>
</tr>
</tbody>
</table>
Command screens may have other commands, depending on the program. For example, some of the report writers have a Print command on the report writer command screen. When there are special commands available to you, those special commands are explained in the individual program's documentation.

**Indexing Information**

CIMS programs have two types of indexes available: F4 (field level indexing), which can occur anywhere in a program, and the Index command on command screens. This section describes how to use the Index command.

The Index, or I, command displays a list of records in a file. Many programs have multiple indexes so you can display several different types of lists, depending on the index option you select. For example, you can use the Index command to display a list of all employees by number or name.

returns you to a menu.
Using Character-based CIMS

The following is an example of a CIMS index screen that lists students by last name.

To use the index command, type I in the command field on the command screen, and press Tab to move the cursor to the Index field. Type the number of the index option (or accept the default) in the Index field (at 2 in the sample command screen on page 56) and press Enter.

The system displays the index screen with a list of all of the records in the file. Type X beside the record you want to select and press Enter. The system displays the command screen with that record’s information. You can then proceed with the command you want to perform.

In many programs, you can type the first letter of the command (C, L, or D) instead of X to begin executing the command on the selected record, without going back to the command screen. If a plus (+) sign appears in the lower right corner of an index screen, the index is more than one screen in length. You can use Page Up or Page Down to review the additional screens.

Many indexes contain a Position to field. You can use this field to quickly find a specific record. For example, if you were using the employee by name index, you could type the first few letters of the employee’s last name in the Position to field to have the system quickly find that record.

Adding Multiple Records

Many command screens offer an Auto Next Record? field in the lower-right corner of the screen. This field appears at 3 in the sample command screen on page 56. The Auto Next Record? field works in conjunction with the Add, Change, Delete, and
Using Character-based CIMS

Lookup commands. It enables you to use the same command for many records.

For example, if you want to add several new delivery location codes without returning to the command screen after each addition, you would type A in the command field of the command screen, then type Y in the Auto Next Record? field, and press Enter. Next, you would complete the screen that defines the location code. When you complete the detail screen, press Enter. Instead of returning to the command screen, the system adds the location code information and clears the detail screen so you can add the next location code immediately. Using this function, you can add as many codes as you want, one after another. When you have added all the delivery locations, press Enter to move to the Cancel? field, type Y, and press Enter. Or, if the program you are working with uses function keys, you can press F12.

Using Special Auto Next Record Commands

In some programs there are two additional Auto Next Record commands you can use: Copy and Index. The Copy command (C) in the Auto Next Record? field enables you to copy an existing record and then make the necessary changes to the copy. For example, if you were adding a new record that is very similar to another existing record, you would type A in the command field, type the name of the record that you want to copy in the appropriate field, and then type C in the Auto Next Record? field. The system brings up the record you are copying and places the cursor so that you can make the necessary changes to turn the existing record into a new record.

The Index command (I) enables you to perform the same command on all of the records in index sequence. You can change the sequence of record display by changing the index you select.
Working with Detail Screens

Once you complete a command screen and press Enter, the system displays the next screen in the program. There may be just one more screen in the program, or there may be many screens for you to work with. The number of screens in a program varies according to the function and complexity of the program. The two elements in common with the detail screens are:

- The Cancel? field
- The Function key list

The following sample detail screen is the first detail screen of an employee record.

Canceling an Operation

You can use the Cancel? field to cancel a program or a screen without continuing processing. This field appears in the lower right corner of a detail screen. This function is useful if you want to end data entry without recording any information in the files.

You also use the Cancel? field to stop using the Auto Next Record feature.

Some screens also use the F12 key for the Cancel function.

If you begin entering data in a screen (even in a multi-screen program) and then cancel, any data you entered will not be saved. You need to complete the entire program for changes to be saved.

Using Function Keys
Many CIMS programs enable you to use function keys to perform different functions. However, some CIMS programs have special function keys that work only with that program. If there are any function keys you can use with a program, they are displayed along the bottom of the screens on which you can use them.
Using Line Screens

Many programs throughout the system use line screens to enter detailed information. CIMS software uses line screens to enable you to enter a lot of detailed information. For example, when you enter the line items of a purchase requisition or purchase order, you use line screens to enter the lines. There are two types of line screens: a line command screen and a line detail screen.

**Line Command Screens**

A line command screen enables you to select any available CIMS line command to use with each individual line item. Line commands apply to individual lines of a record rather than to the entire record. Several of the commands used on the line screen are identical in function to the commands used on the command screen. This is a sample line command screen.

![Line Command Screen Example]

To use a line command, first move the cursor to the appropriate line by pressing **Tab**. Then, type the letter of the command you want to use from the command options listed at the bottom of the screen and press **Enter**. The system displays a line detail screen. If you selected the Add (A) or Change (C) commands, you enter the line information on this screen.
The line commands you can use are similar to the standard CIMS commands:

<table>
<thead>
<tr>
<th>Line Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add</strong></td>
<td>The Add, or A, command adds new lines of information to a line command screen. To use the Add command, type A in the CMD column on the line above the location where you want to add a line and press Enter. The system will add your new item to the line after the line where you typed the Add command. After you press Enter, the system displays the line detail screen, enabling you to complete the information fields for the new line. After you have completed these fields, press Enter. The system adds the new information and clears the input fields. You can add information for another new line by completing these fields again. To stop adding lines and return to the line command screen, press Enter without typing anything in the input fields.</td>
</tr>
<tr>
<td><strong>Change</strong></td>
<td>The Change, or C, command changes information on a particular line of a line command screen. To use the Change command, type C in the CMD column of the line that you want to change and press Enter. (Type the C over the first digit of the line number.) The system displays the line detail screen, enabling you to update information fields for the line you have selected. After you have updated these fields, press Enter to return to the line command screen.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>The Delete, or D, command removes lines from a line command screen. To use the Delete command, type D in the CMD column on the line that you want to delete and press Enter. The system displays the line detail screen, and prompts you to confirm that you want to delete the line. Type Y to complete the deletion process or N to cancel the process.</td>
</tr>
<tr>
<td>Line Command</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Lookup</strong></td>
<td>The Lookup, or L, command displays line information without changing it. Use this command when you want to view, but not change, information. To use the Lookup command, type L in the CMD column on the line that you want to review and press Enter. The line detail screen appears, enabling you to review information for the line. Press Enter to return to the line command screen.</td>
</tr>
<tr>
<td><strong>From and Through</strong></td>
<td>Use the From command (F) and Through command (T) in conjunction with the C, D, or L commands to perform one of those three functions on a designated series of lines. To use the From and Through commands, type F in the CMD column of the first line of the series, type T in the CMD column in the last line of the series, and press Enter. The system displays the words From and Thru in the CMD column next to the lines you selected and returns the cursor to the top of the CMD column. Type the first letter of the command you want to use (C, D, or L) and press Enter. If you used the Delete command, the system deletes the lines you specified. If you used the Change or Lookup command, the system displays the line detail for each of the lines you specified.</td>
</tr>
<tr>
<td><strong>Renumber</strong></td>
<td>You can use the Renumber command, usually displayed as a pound sign (#) in the list of commands, to renumber the line items after you have made a number of additions or deletions. Type # in the CMD column to have the system renumber the lines.</td>
</tr>
<tr>
<td><strong>End</strong></td>
<td>The End, or E, command concludes processing on the line command screen. To use the End command, type E in the CMD column of any line and press Enter.</td>
</tr>
</tbody>
</table>
Line Detail Screens

This is a sample line detail screen.
Using Processing Programs

When you select a listing, print a report, or ask the CIMS software to perform a process, you will probably encounter a Submittal Prompt screen. Submittal Prompt screens can be either batch or interactive. A batch submittal prompt informs you that the listing or process will be run in batch mode and tells you to which queue the job will be submitted. An interactive submittal prompt informs you that the job will be run immediately (interactively). You will not be able to use your terminal for other tasks while the interactive job is running.

This sample screen shows a sample batch Submittal Prompt screen.

![Sample Submittal Prompt Screen]

Working with the Job Queue

The value in the JOBQ field indicates to which job queue you want this job to go. A job queue is a holding place where jobs await processing by the system. The normal job queue stores jobs that you want to print or process in your standard day-to-day manner.
Whether you can change this default is controlled through the menu item definition in the ACS product. In some cases you will not be able to change the job queue setting. However, if you can, the other options are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Means that you want your job to go to the high-priority job queue. The high-priority job queue holds special jobs that you want to process more quickly than normal jobs.</td>
</tr>
<tr>
<td>3</td>
<td>Means that you want your job to go to the night job queue. The night job queue holds those jobs that are to process or print at night. You can use this job or high-priority job queue. The start and stop time for this job queue is defined in ACS.110 – System Options and Defaults.</td>
</tr>
</tbody>
</table>

Use caution when you change this setting. If you want to change the setting for a particular job and are unable to, contact your System Administrator.

**Changing Job Queue Priority**

If you are authorized to do so, you can change a job’s priority in the job queue by typing the appropriate number between 1 and 9 in the **JOBQ Priority** field at the prompt. The default is 5. Whether the system displays this field to you is controlled in ACS.260 – Maintain Users.

**Choosing to Override Print Options**

If you are authorized to use printer overrides, and if the program supports printer overrides, you will see a **Change Printer Overrides** prompt like the one at the prompt screen. Printer overrides enable you to change the default printing selections for a particular job. If you type **Y** in this field, the system will display the printer overrides selection screen after you press **Enter** on this screen. See Selecting Printer Overrides on page 69 for additional information about changing printer settings.

**Processing the Job**

Unless you chose to see the printer override screen, the job is submitted to the job queue as soon as you press **Enter**.

If you decide not to process the job, move the cursor to the **Cancel?** field, type **Y**, and press **Enter**. The system cancels the
submittal and displays the menu from which you selected the program.

Selecting Printer Overrides

If the value in the Change Printer Overrides field at 3 in the sample prompt screen is N when you press Enter, the listing, report, or process is submitted to the job queue and processed accordingly. If the value in the Change Printer Overrides field is Y, the system displays the submittal prompt for the printer overrides screen. To change the printer options, type the values you want in the appropriate fields and press Enter to submit the job to the job queue.

If you are authorized to use printer overrides, you may also see a "session" printer overrides screen when you first sign on. The screen looks the same as the following sample; however, it controls the printer selections for your entire session, rather than for just one job.
The following paragraphs describe the changes you can make to the default printer selections.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printer</strong></td>
<td>The identifier in the <strong>Printer</strong> field at ❶ selects the printer to which you want to send this job. You can change the printer by typing another valid printer ID in the field.</td>
</tr>
<tr>
<td><strong>Output Queue and Queue Library</strong></td>
<td>The values in the fields at ❷ and ❸ determine the output queue for this job. If you decide to change these values, the output queue you specify must reside in the library you specify. You can enter up to 10 characters for each field.</td>
</tr>
<tr>
<td><strong>Form Type</strong></td>
<td>The <strong>Form Type</strong> field at ❹ identifies the type of form you want to use for a printing job. Form types are user-defined, so you can change this to any form type for your system. The system displays a “Load Form Type...” prompt when the print job arrives at the printer. This prompt enables you to load the correct form before printing.</td>
</tr>
<tr>
<td><strong>Align Forms</strong></td>
<td>The <strong>Align Forms</strong> field at ❺ selects whether you want the system to display an “Align Form” prompt when the print job arrives at the printer. This prompt enables you to load and align special forms before the system prints.</td>
</tr>
<tr>
<td><strong>Hold Before Printing</strong></td>
<td>You can use the <strong>Hold Before Printing</strong> field at ❻ to hold the report in the output queue. If you choose <strong>Y</strong> for this option, the system will not print the report until you release it. <strong>N</strong> means you want the report sent directly to the printer.</td>
</tr>
<tr>
<td><strong>Save After Printing</strong></td>
<td>You can use the <strong>Save After Printing</strong> field at ❼ to have the system save the print file after it prints the report. When a report is saved this way, you can reprint it if required. If you choose <strong>N</strong> for this option, the system deletes the print file after printing the report.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lines Per Page</td>
<td>The <strong>Lines Per Page</strong> field at ☐ specifies the number of vertical lines on the page. You can print from 1 to 255 lines per page; the two most frequently used are 66 and 88.</td>
</tr>
<tr>
<td>Page Overflow Line</td>
<td>The <strong>Page Overflow Line</strong> field at ☐ determines how many lines to print on a page before beginning a new page. The system can print from 1 to 255 lines per page. The page overflow line must be within the range of 1 through the number of lines per page you entered in the <strong>Lines Per Page</strong> field. <strong>Note:</strong> If you want the page to break one inch from the bottom, the overflow line is determined by subtracting the lines per inch from the lines per page. For example, 66 lines per page (as determined in the <strong>Lines per Page</strong> field) minus 6 lines per inch (as determined in the <strong>Lines per Inch</strong> field) equals an overflow line of 60.</td>
</tr>
<tr>
<td>Lines Per Inch</td>
<td>The value in the <strong>Lines Per Inch</strong> field at ☐ determines the number of print lines per vertical inch on the page. The value you choose depends on the capabilities of your printer. <strong>Note:</strong> The values you select in this field and in the <strong>Form Size</strong> field determine the lines per page. For example, if you select 6 lines per inch and a form size of 11 inches, the lines per page will be 66. (The page length is the second number represented in the <strong>Form Size</strong> selections at 12).</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
**Characters Per Inch** | The value in the **Characters Per Inch** field at 11 specifies the number of type characters it takes to make up one horizontal inch.

Note: The values you select in this field and in the **Form Size** field determine the width of printed output. For example, if you select 10 characters per inch and a form size width of 8.5 inches, the maximum number of characters across the page will be 85. (The page width is the first number represented in the **Form Size** field selections at 12).

**Form Size** | The **Form Size** field at 12 specifies the size for the paper for the report. You can select the following sizes:

1 8.5 x 11 inch
2 14 x 11 inch
3 11 x 8.5 inch
4 Special form size

Option 4 requires custom programming.

Note: The paper sizes you can choose depend on the capabilities of your printer.
Signing Off

When you will not be using your workstation for a period of time, you should **sign off** the system. Signing off ends the current work session and returns you to the Sign On screen. Your workstation should always be at the Sign On screen when the station will not be used for a period of time. You should also make sure that the system displays this screen before you turn off the power to your workstation.

What happens when you sign off the system depends on how your user profile is defined in ACS.260 – Maintain Users. You may have the following options for signing off:

- You can type **90**
- You can type **exit**
- You can type **signoff**

Once you have signed off, the system returns you to the IBM iSeries Sign On screen.