



How to Use Your PTR

Creating, Viewing and Printing Reports

Click on the PowerTerm icon on your desktop. The same User Name and Password will be used for PowerTerm, USASWEB and USPSWEB.

At the **Menu>** prompt:

Type **USAS** or **USPS**

Select **USAS_RPT** or **USPS_RPT**

Select the report you want to create.

Some reports are screen formatted, displaying fields where options are selected. To view report options, place the cursor on a field and then press the Help key, **F7**. Exit the options window by pressing any key or using the **PF1** key (Num Lock Key). After completing all options, press the **PF1** Key (Num Lock Key) to execute. A small screen will appear; press Enter to select “Execute Now Interactively.” A Program Execution box will appear showing status of the run, as well as the name of the output file(s) and possible error report. When finished, a Completed box will appear; click on Continue. Or, if an error was displayed in the execution box, click Save Log. Press Enter to return to **Menu>** and then type **PTR**.

Some older reports are not screen formatted and options are selected by scrolling through and responding to questions. The name of the file generated is shown upon completion. At **Menu>** type **PTR**.

PTR Program

All Reports automatically go to the PTR menu.

There are two areas in PTR.

1. Your Personal PTR will automatically open and is where all of the reports you created are listed. A menu is displayed at the bottom of the screen.
2. The District PTR has reports that are available to all. To view it, press the number **2** and Enter, while in your personal PTR.
3. To return to your PTR from the District PTR, press the number **1** and Enter.

Sending a Report to District PTR

To copy a report from your Personal PTR to the District PTR for sharing, choose

S > Send

D = Copy to district directory

Enter report number then press Enter. Confirm by typing **Y**.

Then, go to the District PTR to ensure the copy completed.

Viewing a Report

To view a report, Press **V** and enter the number of the report as listed on the screen. The reports are listed alphabetically so, the numbers will change as reports are added or deleted. Use page down and page up buttons if your list of reports is longer than the 15 displayed per screen. To exit from a report you are viewing, Press the **F10** key on your keyboard.

Printing a Report

To print a report, Press **P** and enter the number of the report. The wide blue strip near the bottom of the screen displays printer destination and parameters. Use the functions listed below the blue stripe to set/reset your preferences for the printer type, print size, lines per page, etc.

Selecting a Printer

To change or select a printer, type:

1. **F** for Format
2. **W** for Print Where
3. **GT** - your 2-digit district code, to see a list of printers that are available to you
4. the number of the desired printer, as listed
5. **E** to exit the menu and return to the main menu

Renaming Reports

The Rename option allows you to rename reports for ease of identification and to preserve them from being overwritten the next time the same report process is run. Renaming reports allows several versions of the same report to be listed in your PTR at the same time. All reports are sorted alphabetically.

Renumbering Reports

Reports will be deleted automatically from your PTR after 21 days. To keep a report longer, you can reset the number of days left back to 21. Choose:

M > Misc

D = Reset Date

Enter report number then press Enter.

Cancelling a Print Job

To cancel a report that is printing, type the letter **C**. A box appears to confirm your decision to cancel a print job.

Note: A job printing on a slave/attached printer *cannot* be stopped from the PTR nor from a command in PowerTerm.

Exiting PTR

Select **E** to exit the PTR program and to return to the **>menu** prompt.