Thenon/JOB

Task Manager for the AS/400

for users of Thenon/SEE version 4.1

User and Reference Manual

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Introduction

What is Thenon/JOB

Thenon/JOB functions allow you to define and manage both software and non-software related tasks within the *Thenon/SEE* change management cycle.

It allows you to define default task schedules for specific types of Investigation Requests (IRs) and Change Requests (CRs) within specific applications, to automatically attach task schedules to newly created IRs and CRs, to notify users when their allocated tasks can be worked-on, and to monitor progression of work within the existing schedules.

Aims of Thenon/JOB

Thenon/JOB should:

- Enable you to structure and streamline the change management activity cycle at the development centre, based on your local needs.
- Enable you to incorporate any AS/400 based activity, software related or non-software related, or any other office procedure into the change management cycle.
- Enable you to maintain task dependencies and prerequisites on departmental level.
- Enable the proactive notification and the progression of scheduled activities.
- Enable each user to view and monitor their own work requirements within the context of departmental schedules.

For whom is Thenon/JOB intended ?

Thenon/JOB can be used by all change management participants. It is primarily intended for use by IS staff responsible for user liaison, help desk, software maintenance and development: change control co-ordinators, project leaders and technical staff.

What this manual assumes you already know

It is assumed you have a general working knowledge of *Thenon/SEE*. A separate manual entitled *Thenon/SEE General Introduction* contains information common to all *Thenon/SEE* modules, including the following items you should be familiar with:

- common command keys
- using list panels, action bars and pull down menus
- using entry panels, prompting and pop up windows
- using online help
- handling messages
- submitting batch jobs

Thenon/JOB functions

The main functions of Thenon/JOB are:

• WRKTSKDFT (Work with Task Defaults), which allows you to set-up default task schedules which are associated with a specific IR category or CR type for a specific application or application area.

The associated command is an internal command which is not intended for use from command entry; instead, this function can be accessed from function WRKAPPCFG (Work with Application Configuration).

• WRKTSKSCH (Work with Task Schedule), which allows you to maintain task schedules which were automatically created, based on default schedules, when the IR or CR were created.

The associated command is an internal command which is not intended for use from command entry; instead, this function can be accessed from functions WRKINVRQS (Work with Investigation Requests) and WRKCHGRQS (Work with Change Requests).

• WRKTSK (Work with Tasks), which allows you to monitor task status and progress tasks which were allocated to your user or group profile. You can also view the IR and CR related schedules, and all unallocated and overdue tasks. You can access this function from various *Thenon/SEE* menus, or use the associated command from command entry.

Minimum required authority table

FUNCTION	Mdl	*VIEW	*PGMR	*APPL	*OPER	*TECH	*FULL
WRKTSKDFT: Work with Task Defaults	*CFG					Х	х
WRKTSKSCH: Work with Task Schedule	*MOV				Х	Х	х
WRKTSK: Work with Tasks	Any	Х	Х	Х	Х	Х	х

*CFG = Configuration Manager

*MOV = Change Manager

Thenon/JOB menus

Thenon/JOB functions are linked to various *Thenon/SEE* functions:

- You can define default schedules by using options **43=IR dft schd** and **44=CR dft schd** from the *Work with Application Areas* list panel in function WRKAPPCFG (Work with Application Configuration).
- You can maintain IR related schedules by using option **43=Task sched** from the main list panel of function WRKINVRQS (Work with Investigation Requests).
- You can maintain CR related schedules by using option **43=Task sched** from the main list panel of function WRKCHGRQS (Work with Change Requests).
- You can view and progress tasks by either:
 - using option **44=Tasks** from the main list panel of function WRKINVRQS all tasks under the selected IR schedule are shown.
 - using option **44=Tasks** from the main list panel of function WRKCHGRQS all tasks under the selected IR or CR schedule are shown.
 - using menu option **55. Work with Tasks**, which is available from *Problem Manager*, *Change Manager* and *Development Manager* primary menus all outstanding tasks allocated to your user profile are shown.

SEEPRB	THENON/SEE Problem Manager	0	
Select one of the followir	ng:	system.	ISPLSID
 Work with Investig List Investigation 	gation Requests n Requests		
55. Work with Tasks			
60. More Problem Manag 61. User Defined Optic	ger Options ons		
Selection or command			
F3=Exit F4=Prompt F9=F	Retrieve F12=Cancel		

Primary menu: SEEPRB

Primary menu: SEECHG

SEECHG THENON/SEE Change Manager System: TSPLSYD Select one of the following: 1. Work with Investigation Requests 2. List Investigation Requests 11. Work with Change Requests 12. List Change Requests 21. Work with Movement Authorisations 55. Work with Tasks 60. More Change Manager Options 61. User Defined Options Selection or command ===> F3=Exit F4=Prompt F9=Retrieve F12=Cancel 1......

Primary menu: SEEDEV

 SEEDEV
 THENON/SEE Development Manager

 Select one of the following:
 System: TSPLSYD

 1. Work with Change Request Development
 50. Compare/Merge Source Manager

 50. Compare/Merge Source Manager
 55. Work with Tasks

 60. More Development Manager Options
 61. User Defined Options

 Selection or command
 ===>

 F3=Exit
 F4=Prompt

Schedules

A schedule is an entity containing a list of related tasks.

Default schedules

For each Application Area you can define, using function WRKAPPCFG:

- a default schedule for each of the known IR Categories
- a generic IR related default schedule
- a default schedule for each of the known CR Types
- a generic CR related default schedule

Creating an IR related schedule

When you create an IR using function WRKINVRQS, the program uses the specified *Application* or *Application Area* and the *IR Category* code to search the default schedule; if a default schedule for the *IR Category* has been set-up, it is used as the template for the IR schedule; if it has not been set-up, the program attempts to locate the generic IR related default schedule for the *Application* or *Application Area*; if the generic default schedule has not been set-up, the IR schedule is created as a null schedule. Normally, the created IR schedule is shown after you have entered the User Text, so that you can change it as required. You can bypass both User Text and the IR schedule panel by using F16 - the IR schedule is created, but the schedule panel is not shown. You can always access the IR schedule and change it after it has been created by using action option **43=Task sched**.

Creating a CR related schedule

When you create a CR using function WRKCHGRQS, the program uses the specified *Application* and the *CR Type* code to search the default schedule; if a default schedule for the *CR Type* has been set-up, it is used as the template for the CR schedule; if it has not been set-up, the program attempts to locate the generic CR related default schedule for the *Application*; if the generic default schedule has not been set-up, the CR schedule is created as a null schedule. Normally, the created CR schedule is shown after you have entered CR details, so that you can change it as required. You can bypass the CR schedule panel by using F16 - the CR schedule is created, but the schedule panel is not shown. You can always access the CR schedule and change it after it has been created by using action option **43=Task sched**.

Tasks

A task is a description of a certain activity within a schedule, or an instruction for a user to effect a certain process within a schedule. Up to 99 tasks can be defined under any one schedule.

Task sequence

Each task is uniquely identified by the *Task sequence*. The *Task sequence* determines the relative position of the task within the schedule. When creating a default schedule, or when maintaining an IR or CR related schedule, you can change the sequence number, thereby changing the relative position of the task within the schedule.

Task allocation

When you define a task, you can allocate it to a specific user or group profile, or leave it unallocated. A task can be progressed only if it is allocated.

If the task you are defining is part of a default schedule, the profile it is allocated to is copied when the IR or CR related schedule is created.

For tasks in a CR type default schedule, you can specify, instead of a user profile name, keyword *CR - then, when the CR schedule is created, the task is automatically allocated to the user to whom the CR is allocated.

For tasks in an IR category default schedule, you can also specify, instead of a user profile name, one of the following keywords:

- *IRI when the IR schedule is created, the task is automatically allocated to the user whose job requires investigation, i.e; the user profile name specified for *Job details* field in the *Work with Investigation Request* entry panel.
- *IRE when the IR schedule is created, the task is automatically allocated to the user who has entered the IR into the system, i.e; the user profile name shown for *IR entered by job* field in the *Work with Investigation Request* entry panel.

Task required-by date & time

When you define a task, or change an existing task in a schedule, you can specify the required completion date and time.

If the task you are defining or changing is part of a default schedule, you can specify the time interval which is used to determine the required-by date; the required-by date is calculated, when the IR or CR related schedule is created, by adding this time interval to the time the IR or CR task is created.

Task prerequisites

When you define a task, you can specify whether it is dependent on one or more other tasks, or on the related IR or CR being in certain status. If such prerequisites are set-up, you cannot complete or bypass the task until all its prerequisite tasks are completed, and the IR or CR have been progressed through the change management cycle to the specified status, or beyond.

Task phases

For each task you can define up to 99 *Task phases*. A task phase is a description of a certain activity within a task. Phases are used as a check list for a task, and can be progressed like a task. While a phase is outstanding, its status is identical to the task status.

Within each task, you can refer to phases using your own terminology. For example, under one task you can refer to phases as *sub-tasks*, and under another they can be known as *activities*. When you define a task, you can specify your preferred terminology. The default terminology can be specified under general parameter TKPN.

Task/phase status

The following table shows the various task/phase status conditions:

Task/Phase Status	Description
Unschd	Task or phase is outstanding. Required-by date/time has not yet been assigned. Task or phase can be progressed
Unschd/Dep	Task is outstanding. Required-by date/time has not yet been assigned. Task cannot be progressed until prerequisite tasks or events are completed or bypassed.
Sched	Task or phase is outstanding. Required-by date/time is later than now. Task or phase can be progressed.
Sched/Dep	Task is outstanding. Required-by date/time is later than now. Task cannot be progressed until prerequisite tasks or events are completed or bypassed.
Ovrdue	Task or phase is outstanding. Required-by date/time is earlier than now. Task or phase can be progressed
Ovrdue/Dep	Task is outstanding. Required-by date/time is earlier than now. Task cannot be progressed until prerequisite tasks or events are completed or bypassed.
Bypassed	Task or phase has been bypassed.
Bypass/Dep	Task has been bypassed. One or more prerequisite tasks have been reset after task was bypassed, and are now outstanding.
Completed	Task or phase has been completed.
Complt/Dep	Task has been completed. One or more prerequisite tasks have been reset after task completion, and are now outstanding.

Progressing tasks

When an IR or CR related schedule is created, all the tasks in the schedule, and all phases in each task are regarded as **outstanding**.

Using function WRKTSK you can progress a task or a phase by flagging it as **completed** or **bypassed**; or you can also reset a task, or a phase, which has been previously completed or bypassed, thereby making it outstanding.

The following describe the main action options available in function WRKTSK:

Action option: 12=Work with

When you define a task, you can specify the process which is executed when you select this option against the task. This process can be a change management function relating to the IR or CR, or any OS/400 or user defined command; it can be an interactive function or a function which is submitted for batch processing. You can also specify whether this *Work-with* option is allowed while prerequisite tasks are still outstanding.

Against a task: If one or more prerequisites are outstanding, you can select this option only if the task was explicitly defined to allow it. Otherwise, if there are no outstanding prerequisites, you can always select this option, regardless of the task status, i.e; you can select this option even if the task is already completed or bypassed.

Against a phase: This option is not applicable for phases.

Action option: 17=Complete

When you define a task, you can specify the process which is executed when you select this option against the task. This process can be a change management function relating to the IR or CR, or any OS/400 or user defined command; it can be an interactive function or a function which is submitted for batch processing. You can also specify the user(s) which will be sent a message indicating that the task has been completed.

Against a task: You can select this option only if all the following conditions are met:

- the task is outstanding, i.e; it is not already completed or bypassed;
 - there are no outstanding prerequisites;
 - there are no outstanding phases, i.e; all related phases have been completed or bypassed.

<u>Against a phase:</u> You can select this option if the phase is outstanding, i.e; it is not already completed or bypassed.

Action option: 18=Bypass

When you define a task, you can specify whether the bypass option can be selected against the task. There is no process associated with the bypass option, but a message is sent to the users which are specified to receive completion messages, indicating that the task has been bypassed.

<u>Against a task:</u> You can select this option only if all the following conditions are met:

- the task is defined to allow the bypass option;
 - the task is outstanding, i.e; it is not already completed or bypassed;
 - there are no outstanding prerequisites;
 - there are no outstanding phases, i.e; all related phases have been completed or bypassed.

<u>Against a phase:</u> You can select this option if the phase is outstanding, i.e; it is not already completed or bypassed.

Action option: 16=Reset

When you define a task, you can specify whether the previous task in the same schedule is automatically reset when the task is reset. Depending on the definition of the previous task, this automatic reset process can occur multiple times until the first task in the schedule is found, or until a previous task definition indicates that its previous task should not be reset. A message is sent to each user who is allocated a task which has been automatically reset.

- <u>Against a task:</u> You can select this option if the task is already completed or bypassed. All related phases are automatically reset.
- <u>Against a phase:</u> You can select this option if the phase is already completed or bypassed, and if the related task is outstanding. If the related task is already completed or bypassed, you have to reset the task then all related phases are automatically reset.

CR promote dependencies

When you define a task in a CR related schedule, you can specify that a certain promote operation of the related CR can only be executed if the task is completed or bypassed. This allows you to further enforce your operational standards.

If you specify this dependency, it is checked by the system in a similar way to the movement authorisations, i.e; when you request CR promotion, all outstanding tasks are checked. If one or more of these tasks are defined as prerequisite for the promote operation, and the task is not completed or bypassed, the promote request is not submitted, and one or more messages indicate the outstanding tasks.

The following table shows the prerequisites which are checked when the various promote requests are processed:

	Task prerequisite checks				
Promote request	*MDL	*ACP	*RDY	*LIV	
To Module/Integration environment (*MDL)	Х				
To Acceptance/QA environment (*ACP)	х	Х			
Change CR status to Ready for release (*RDY)	Х	Х	Х		
To Live/Production environment (*LIV)	х	х	х	х	

Work-with and Completion processes

When you define a task, you can specify the process which is evoked when option **12=Work with** is selected, and the process which is evoked when option **17=Complete** is selected.

This process can be a change management function relating to the IR or CR, or any OS/400 or user defined command; it can be an interactive function or a function which is submitted for batch processing.

Change management related processes

The following table shows the change management functions you can select, and whether you can select them for an IR schedule, CR schedule or both:

Function Name	Related to	Process description
CHG_CR	CR	Change CR details
CHG_IR	CR or IR	Change IR details
CHKCR_RDY	CR	Change CR status to Ready for Release. Standard CR checks are performed
CHKCR_TST	CR	Change CR status to Ready for Testing. Standard CR checks are performed
CRT_CR_LIB	CR	Create CR Library
DEV_CR_OBJ	CR	Work with CR Objects
DEVELOP	CR or IR	Work CR Development (show all CRs allocated to the user)
PRMT_ACP	CR	Promote CR to the Acceptance/QA environment
PRMT_LIVE	CR	Promote CR to the Live/Production environment
PRMT_MDL	CR	Promote CR to the Module/Integration environment
PRMT_RDEV	CR	Backout CR for re-development
PROMOTE	CR	Promote CR - select target environment
RELEASE	CR or IR	Work with Releases
WRKCHGRQS	CR or IR	Work with Change Requests
WRKINVRQS	CR or IR	Work with Investigation Requests

User defined process

To specify a user defined process, you first have to define a new function name, and the command string associated with it. Then you can specify this new function name as either the work-with or completion function when defining the task.

Completion status update

When a completion function is defined, regardless of whether it is a change management function or user defined function, if the function returns an escape message, it is treated as an error condition and the task status is not changed to completed.

If no escape message is returned, the task status is changed to completed, and completion messages are sent to the specified users.

Notification & escalation messages

Notification and escalation messages can be sent to prompt and notify users of changes in the status of tasks allocated to them:

- When you create a new IR or CR, and a schedule is created, you have the option to send a message to each user which is allocated a task which can be progressed in the newly created schedule i.e; to users who are allocated tasks with no outstanding prerequisites. Parameter TKMS allows you to specify whether these messages are sent automatically, are not sent, or that the program prompts the user who creates the schedule to confirm whether these messages are to be sent.
- When a task has been completed or bypassed, you have the option to send a completion message to a specific user, or to all users who are allocated tasks which are dependent on the task which has now been completed or bypassed. You specify which users receive completion messages when you define the task.
- When a task is reset, if the previous task in the same schedule is automatically reset, a message is sent to the user who is allocated this task. Depending on the definition of the previous task, this automatic reset process can occur multiple times until the first task in the schedule is found, or until a previous task definition indicates that previous task should not be reset.

When using function WRKTSK, you can also send ad-hoc messages to a user who is allocated a specific task, to a user who is allocated a task which is prerequisite for your task, or to a user who is allocated a task which is dependent on the completion of your task.

Controlling parameters

The following parameters are related to Thenon/JOB. Refer to *Maintaining general parameters* in *Thenon/SEE Configuration Manager User and Reference Manual* for details about how to specify and maintain them:

ТКВҮ	Task - can be Specifies the de be bypassed. Pe	bypassed ? (default) efault value, used when a task is created, to indicate whether the task can possible values are:
	Y Task c	an be bypassed by the allocated user.
	N Task c	annot be bypassed.
TKDE	Task - can be Specifies the de be removed fro	e deleted ? (default) efault value, used when a task is created, to indicate whether the task can m the schedule. Possible values are:
	Y Task C	can be removed from the schedule by a user who has access to the IR or
	N Task c	cannot be removed from the schedule.
TKDP	Task - depen Specifies the de task in the sam	dent on previous ? (default) efault value, used when a task is created, to indicate whether the previous e schedule is a prerequisite for the task. Possible values are:
	Y Previo N Previo	ous task is prerequisite for the task. The task is not prerequisite for the task.
TKMS	Task - send r Specifies whetl each user which schedule - i.e; t Possible values	nsg when created ? (default) her a message is sent, when an IR or a CR related schedule is created, to h is allocated a task which can be progressed in the newly created to users who are allocated tasks with no outstanding prerequisites. are:
	*YES Messa *NO Messa *OPT When wheth	ges are automatically sent. ges are not sent. the schedule is created, a dialogue box is prompted for the user to specify er messages are to be sent.
ткмх	Task - send i Specifies the de task completion	nsg when compltd ? (default) efault value, used when a task is created, to indicate which users are sent n messages. Possible values are:
	*ALLACT *ALLDEP	All active jobs. All users who are allocated dependent tasks, which can be progressed
		after this task is completed or bypassed.
	*NONE No me	essage sent.
	*SYSOPR	Message is sent to the system operator.
	User Prof	Message is sent to the specified user profile name.

TKPNTask - 'phase' is known as... (default)
Specifies the default value, used when a task is created, to indicate the terminology used
for task phases. Specify a word not longer than 10 characters. Use the singular not the
plural.

TKRP Task - reset previous ? (default)

Specifies the default value, used when a task is created, to indicate whether the previous task in the same schedule is automatically reset when the task is reset. Possible values are:

- Y Previous task is automatically reset.
- N Previous task is not reset.

TKWP Task - work, prrqs o/standing? (default)

Specifies the default value, used when a task is created, to indicate whether the option 12=Work with can be selected while prerequisites for the task are still outstanding. Possible values are:

- Y The option is allowed unconditionally
- N The option is not allowed while prerequisites are outstanding.

Installing Thenon/JOB

If you purchase Thenon/JOB together with *Thenon/SEE*, use the installation procedures included in the *Thenon/SEE User and Reference Manual - General Introduction*.

For existing *Thenon/SEE* clients, Thenon/JOB is delivered in the form of a *Thenon/SEE* PE (Product Enhancement). Follow the appropriate procedure included in the *Thenon/SEE User and Reference Manual - General Introduction*.

Regardless of how you install the software, a separate authorisation code is provided by your product vendor. You have to enter this authorisation code under *Thenon/SEE* general parameter code @AU2. After you have made changes to this or any other parameter, you must run function UPDPRMDTA (Update Parameter Data) to make those changes operational. Refer to *Maintaining general parameters* in *Thenon/SEE Configuration Manager User and Reference Manual.*

When you use command THENON to enter *Thenon/SEE* products, the logo panel is shown with the current version number, and a list of all authorised products. All *Thenon/SEE* products share the same version number. When you contact your Thenon HelpLine - please quote this version number regardless of the product you are seeking help with.

This function allows you to select a default task schedule for IR categories and CR types. You can create new default templates, update or copy existing default schedules.

How to get into this function

Menu/Option: SEECFG / 2, then F11=Appl areas, 43=IR dft schd or 44=CR dft schd Command: WRKAPPCFG

Selecting default schedules

O#480C1 TSPLS	YD Work with Default	Task Schedules		
2=Change	3=Copy 4=Delete	19=Mark	for copy	
Default Type : Appl Area (P):	CR Types DST Distribution			
Act_Schedule(Generic) *BUG *CLS *EMG	_Description Generic Default Schedule Program Bug Fixing CR Closed - no developmen Emergency Fix	t	Schedule	exists
*MOD *NEW *PRC *USR *XRF	Application Modification New development Procedure Error User Error Program modification due	to x-references	Schedule	exists

- The list of IR Categories or CR Types is based on the values you specify for general parameters CRTP and ICAT respectively. You can define a default task schedule for each of the listed items for the specified application area.
- The first item on the list is: (*Generic*) *Generic Default Schedule*. This generic schedule is used as a default when an IR or a CR is created with an IR category code or a CR type for which no default task schedule is defined. Refer to *Schedules* on page 10.
- The narrative *Schedule exists* appears to the right of each item for which a default task schedule has already been defined.
- The input field entitled *Appl Area* at the top of the panel can be used to select a different application area. The application area code must be valid. You can use F4 to prompt for a list of valid application areas.
- You can use **F11=Excluded days** to specify certain days to exclude from estimated completion date calculation for tasks. Refer to *Specifying excluded days* on page 28.

Action codes

You can select one of the following action codes:

2=Change	Change the default task schedule. A subsequent panel will be shown allowing you to make changes to existing tasks and add new tasks - refer to <i>Specifying default tasks</i> on page 25.
3=Сору	Create a new default schedule based on an existing default schedule. You can take this option only against items for which a default schedule has not yet been defined. You must first mark an existing schedule as the based-on schedule. The marked schedule is then copied into the selected item. A subsequent panel will be shown - refer to <i>Specifying default tasks</i> on page 25.
4=Delete	Delete the default schedule. When a schedule is deleted from the system, all tasks in the schedule are removed, along with their related dependencies and phases. The narrative <i>Schedule exists</i> is no longer shown against the category or CR type code.
	A confirmation window will pop up showing the default schedule you have selected for deletion; press Enter to confirm and the schedule is removed; use F12 to cancel the delete operation.
19=Mark to copy	Mark a default schedule as a based-on schedule for copy operations. You can select this option only against items for which a default schedule has already been defined, i.e; items with the narrative <i>Schedule exists</i> shown against them. The selected schedule is shown in reverse image on the top right corner of the panel. You can then use action option 3=Copy to copy this based-on schedule to a new schedule. You can mark a default schedule in one application area, then change the selected application area and copy the marked schedule into a new schedule in a different area.

Specifying default tasks

The following panels are shown when you select option **2=Change** or **3=Copy** from the *Work with Default Task Schedules* panel.

O#481C1 TSPLSYD Work wi	th Task Schedule	8/02/94 11:14:42
Type the task schedule, then press	enter.	
Schd: Default for CR Type *MOD in	area Distribution	
Seq_Task_description 010 Assess_work_load_and_obtain_au 020 Allocate_to_programmer 030 Create_CR_library 040 Make_code_changes 050 Promote_to_Module/Integration, 060 Promote_to_Acceptance/QA,_and 070 Allocate_to_a_release,_and_sen 080 Receive_confirmation_from_user 090 Install_to_live_at_all_locatio 100 110	Allocat to_user thority_from_userMARKCARLOS CARLOSCARLOS CARLOS*CR and_do_testingJULIE do_testingMARKJULIE JULIE nsMARK	ted c

O#481C2 TSPLSYD	Work with Task Schedule	8/02/94	11:16:31
Type the task schedule,	then press enter.		
Schd: Default for CR Ty	pe *MOD in area Distribution		
		Required	by
Seq_Task_description		+days_	_+time_
010 Assess_work_load_an	d_obtain_authority_from_user	2	
020 Allocate_to_program	mer	2	
030 Create_CR_library			
040 Make_code_changes		5	
050 Promote_to_Module/I	ntegration,_and_do_testing	1	
060 Promote_to_Acceptan	ce/QA,_and_do_testing	1	
070 Allocate_to_a_relea	se,_and_send_for_user_accept	1	
080 Receive_confirmatio	n_from_user	1	
090 Install_to_live_at_	all_locations	1	
100			
110			
1.0.0			

The panels allow you to maintain a default task schedule: you can create a new task, update or delete an existing task in the selected default schedule. You can use F11 to switch between the above two panels.

You can use **F23=Delete** to delete the entire task schedule. A confirmation window will pop up showing the default schedule you have selected for deletion; press Enter to confirm and the schedule is removed; use F12 to cancel the delete operation.

Data items

Seq	Specify a sequence for the task in the schedule. You can use the sequence number to insert a new task or re-sequence the tasks in the schedule. If you add or delete a task, or change task sequence numbers, the tasks in the schedule are automatically re-sequenced and new sequence numbers are assigned in increments of 10.				
Task description	Specify	the description of the task.			
Allocated to user	Specify allocate group p	Specify the name of the user or group profile to whom this task is being allocated. This is an optional item. If entered, it must be an existing user or group profile in the system, or one of the following keywords:			
	*CR	The profile to whom the CR is allocated is used when the CR schedule is created. You can specify this keyword for tasks in CR related default schedules.			
	*IRI	The profile whose job requires investigation is used when the IR schedule is created. You can specify this keyword for tasks in IR related default schedules.			
	*IRE	The profile of the user who has entered the IR is used when the IR schedule is created. You can specify this keyword for tasks in IR related default schedules.			
	Refer to	efer to Task allocation on page 11.			
Required-by +days +time	Specify the time interval, in terms of number of days and number of hours/minutes, required for the completion of the task. If specified, it is used when an IR or CR schedule is created based on this default schedule, as follows:				
• If the task is the first task in the schedule, the specified time interval is added to the date and time the CR or IR schedule is created to give the task <i>Required-by date & time</i> .					
	•	If the task is not the first task in the schedule, the specified time interval is added to the resolved <i>Required-by date & time</i> of the previous task to give this task's required-by date & time.			
	For further details about time interval calculations, refer to Specifying excluded				

days on page 28.

If you make any changes on the panel and press Enter, and there are no validation errors, the list of tasks is re-sequenced and the panel is re-displayed. If you are then satisfied with the schedule, you must press Enter again to update the schedule.

You can use **F4=Define task** to maintain configuration details of the task line on which the cursor is positioned - refer to *Defining tasks* on page 33.

Deleting a task

A task can be deleted from the schedule by blanking out the task description.

Note, than when you delete a task, the values of specified for fields *Reset previous...?* and *Prev prerequisite...?* as specified for the next task in the schedule, are not changed - refer to these items on page 36. After the task has been deleted, these items relate to the task immediately preceding the deleted task.

Specifying excluded days

This function allows you to specify the days that are to be excluded from the calculation of the *Required*by date for each task. This calculation is performed when a new schedule is created based on a default schedule which specifies + days or + time.

The excluded days are generic. The same excluded days are used in calculating the *Required-by date* for all IR and CR related tasks.

O#480C2 TSPLSYD Task Schedule Excluded Days Use any character to select the days of the week to be excluded. X Sunday _ Monday _ Tuesday _ Wednesday _ Thursday _ Friday X Saturday _ Friday X Saturday	
Use any character to select the days of the week to be excluded. X Sunday _ Monday _ Tuesday _ Wednesday _ Thursday Friday X Saturday Enter the specific dates to be excluded (DD/MM). 	0#480C2 TSPLSYD Task Schedule Excluded Days
<pre>X Sunday _ Monday _ Tuesday _ Wednesday _ Thursday _ Friday X Saturday</pre> Enter the specific dates to be excluded (DD/MM)	Use any character to select the days of the week to be excluded.
Enter the specific dates to be excluded (DD/MM).	X Sunday _ Monday _ Tuesday _ Wednesday _ Thursday _ Friday X Saturday
_1/01	Enter the specific dates to be excluded (DD/MM).
	_1/01

You can specify the excluded days in two ways:

- Using the top section of the panel, you can specify the days in the week which are excluded every week, i.e; Saturday, Sunday etc.
- Using the list on the bottom section of the panel, you can specify specific dates in the year to exclude. You specify these dates in DD/MM or MM/DD format - depending on the date format you are using.

If any of the specified days are found between the start date and the projected *Required-by date*, those days are excluded, and the projected date is further delayed by one day.

For example: If the default schedule specifies for the first task +10 days, and the schedule is created on 3 January 1994, and if Saturdays, Sundays and January 5 & 6 are excluded, the *Required-by date* will be calculated as 19 January 1994.

This function allows you to maintain a schedule of tasks. Up to 99 tasks can be defined under a schedule.

How to get into this function

Menu/Option: SEEPRB / 1, when creating a new IR, or option 43=Task sched Command: WRKINVRQS

Menu/Option: SEECHG / 11, when creating a new CR, or option 43=Task sched Command: WRKCHGRQS

Entry panels

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O#481C1 TSPLSYD	Work with Task Schedule	10/02/94 13:16:18
Type the task schedule, th	en press enter.	
Schd: CR 000004/03 Changes	to inventory report St	atus: *DEV
Seq_Task_description 010 Assess_work_load_and_o 020 Allocate_to_programmer 030 Create_CR_library 040 Make_code_changes 050 Module/Integration_tes 060 Acceptance/QA_testing_ 070 Allocate_to_a_release, 080 Receive_confirmation_f 090 Install_to_live_at_all 100 120	btain_authority_from_user ting _and_send_for_user_accept rom_user _locations	Allocated _to_user
O#481C2 TSPLSYD	Work with Task Schedule	10/02/94 13:15:00
Type the task schedule, th	en press enter.	

hd: CR 000004/03 Changes to inventory report Si	tatus: *DEV	
	Requi	red by
eq_Task_description	date	time
0 Assess_work_load_and_obtain_authority_from_user	9/02/94	11:14:26
0 Allocate_to_programmer	_ 11/02/94	11:14:26
0 Create_CR_library	_ 11/02/94	11:14:26
0 Make_code_changes	_ 18/02/94	11:14:26
0 Module/Integration_testing	_ 21/02/94	11:14:26
0 Acceptance/QA_testing	_ 22/02/94	11:14:26
0 Allocate_to_a_release,_and_send_for_user_accept	23/02/94	11:14:26
0 Receive_confirmation_from_user	24/02/94	11:14:26
0 Install to live at all locations	25/02/94	11:14:26
0		
20		

The panels allow you to maintain tasks in a schedule; you can create a new task, and update or delete existing tasks. You can use F11 to switch between the two panels.

You can use **F23=Delete** to delete the entire task schedule. A confirmation window will pop up showing the schedule you have selected for deletion; press Enter to confirm and the schedule is removed; use F12 to cancel the delete operation.

Data items

Seq	Specify a sequence for the task in the schedule. You can use the sequence number to insert a new task or re-sequence the tasks in the schedule. If you add or delete a task, or change task sequence numbers, the tasks in the schedule are automatically re-sequenced and new sequence numbers are assigned to the tasks in increments of 10.
Task description	Specify the description of the task.
Required-by date/time	Specify the date and time by which the task must be completed. This is an optional item.
Allocated to user	Specify the name of the user or group profile to whom this task is being allocated. This is an optional item. If entered, it must be an existing user or group profile in the system. Refer to <i>Task allocation</i> on page 11.

If you make any changes on the panel and press Enter, and there are no validation errors, the list of tasks is re-sequenced and the panel is re-displayed. If you are then satisfied with the schedule, you must press Enter again to update the schedule.

You can use **F4=Define task** to maintain configuration details of the task line on which the cursor is positioned - refer to *Defining tasks* on page 33.

Deleting a task

A task can be deleted from the schedule by blanking out the task description.

Note, than when you delete a task, the values of specified for fields *Reset previous...?* and *Prev prerequisite...?* as specified for the next task in the schedule, are not changed - refer to these items on page 36. After the task has been deleted, these items relate to the task immediately preceding the deleted task.

Notification messages

When a new IR or CR related schedule is created, you have the option to send a message to each user who is allocated a task which has no outstanding prerequisites.

General parameter TKMS allows you to specify whether these messages are sent automatically, are not sent, or whether the user who creates the schedule has to confirm whether these messages are sent. Refer to *Notification & escalation messages* on page 18.

If confirmation is required, the following dialogue box overlays the panel:

_____ O#481C2 TSPLSYD Work with Task Schedule 8/02/94 11:24:41 Type the task schedule, then press enter. Schd: CR 000004/04 Changes to general ledger repo Status: *DEV _____ -----Required by-----Seq_____

 010 :
 : 33

 020 :
 Inform users that they can start working
 : 33

 030 :
 with tasks in CR schedule 00000404 ? : Y (Y/N)
 : 33

 : 33
 060
 Promote_to_Acceptance/QA,_and_do_testing______23/02/94
 11:24:33

 070
 Allocate_to_a_release,_and_send_for_user_accept.____24/02/94
 11:24:33

 080
 Receive_confirmation_from_user_____25/02/94
 11:24:33
 090 Install_to_live_at_all_locations______ 28/02/94 11:24:33 100 ____ 110 120 ____ _____ _____ +

Enter Y to send a message to each user who is allocated a task in the newly created schedule which has no outstanding prerequisites. Enter N, or F12, to bypass message distribution.

Defining tasks

This function allows you to maintain the configuration details of an individual task.

How to get into this function

Menu/Option: Command:	SEEPRB / 1, then option 43=Task sched , F4=Define task WRKINVRQS
Menu/Option: Command:	SEECHG / 11, then option 43=Task sched , F4=Define task WRKCHGRQS
Menu/Option: Command:	SEECFG / 2, then F11=Appl areas, 43/44=IR/CR dft schd, F4=Define task WRKAPPCFG

Specifying task attributes

O#481F1 TSPLSYD	Define Task Attributes	10/02/94 13:27:14
Schd: CR 000004/03 Change Task: 040 Make code chang User: QPGMR Required	s to inventory report es by: 18/02/94 11:14:26	Status: *DEV
Allow this task to be del Allow this task to be byp "Work with" function asso "Work with" allowed while "Completion" function ass Users to receive completi Task phase is known as . CR status which is prereq CR movement which is depe If this task is reset, re Is previous task prerequi	eted from schedule ? assed ?	: Y (Y/N) : Y (Y/N) (P): DEV_CR_OBJ ding ? : Y (Y/N) (P): CHKCR_TST_ (P): *ALLDEP : Phase (P): *DEV (P): *MDL : Y (Y/N) : Y (Y/N)

Data items

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Allow delete...?Specify whether this task can be deleted from the schedule. Valid values are:

- Ν The task cannot be deleted from the schedule.
- Y The task can be deleted from the schedule.

The default value can be specified against parameter TKDE - refer to Controlling parameters on page 19.

Allow bypass?	Specify whether this task can be bypassed. Refer to <i>Action option 18=Bypass</i> on page 14. Valid values are:			
	Ν	The task cannot be bypassed.		
	Y	The task can be bypassed.		
	The def Control	ault value can be specified against parameter TKBY - refer to <i>ling parameters</i> on page 19.		
Work-with function	Specify the name of the work-with function to be associated with this task. This is an optional item. It must be a valid function name. You can use F4 to prompt for a list of valid functions.			
	You can use F14=Dfn proc to define task related functions. Refer to <i>Defining task related functions</i> on page 41.			
	If an ass option 1 Refer to	sociated function is specified, that function will be executed when action 2=Work with is selected against a task from function <i>Work with Tasks</i> . <i>Work-with and Completion processes</i> on page 16.		
Work-with allowed	Specify whether option 12=Work with can be selected while one or more prerequisite tasks are still outstanding. Valid values are:			
	Ν	This option cannot be selected if one or more prerequisite tasks are still outstanding.		
	Y	This option can be selected if one or more prerequisite tasks are still outstanding.		
	The def <i>Control</i>	ault value can be specified against parameter TKWP - refer to <i>ling parameters</i> on page 20.		
Complete function	Specify the name of the function to be executed when this task is being completed. This is an optional item. It must be a valid function name. You can use F4 to prompt for a list of valid functions.			
	You can use F14=Dfn proc to define task related functions. Refer to <i>Deptask related functions</i> on page 41.			
	If a com 17=Co to <i>Work</i>	apletion function is specified, the function will be executed when option mplete is selected, before the task status is updated to <i>Completed</i> . Refer <i>-with and Completion processes</i> on page 16.		

Users to rcv msg	Specify the user profile name to receive a completion message when this task is completed. Alternatively, you can specify one of the following:					
	*NONE	No messages are sent.				
	*ALLDEP	A copy of the task completion message is sent to all users who are allocated tasks which are dependent upon the completion of this task, i.e; tasks which can be progressed when this task has been completed.				
	*ALLACT	A copy of the task completion message is sent to the user profile message queue of each user profile with an interactive job currently running.				
	*SYSOPR	The task completion message is sent to the system operator message queue QSYS/QSYSOPR.				
	The default value <i>Controlling para</i>	e can be specified against parameter TKMX - refer to <i>meters</i> on page 19.				
Task phase known	Enter the descriptive term by which you wish to identify the phases in this task. This is an optional item.					
	Enter the term by which the phases in this task will be known - us rather than the plural. The term entered here will appear on panel certain messages generated by the system. The default value can b against parameter TKPN - refer to <i>Controlling parameters</i> on pag					
CR status	Specify the CR status which is prerequisite for this task. This is an optional item, and is only shown for tasks in CR related schedules.					
	If specified, the ((or beyond), befor prompt for a list	specified, the CR related to this task must have reached this specified status r beyond), before this task can be bypassed or completed. You can use F4 to compt for a list of valid CR status codes.				
CR movement	movementSpecify the CR promote type which is dependent on the completion of This is an optional item, and is only shown for tasks in CR related schIf specified, this or subsequent promote operations cannot be performed the CR associated with this task, until this task has been bypassed or c You can use F4 to prompt for a list of valid CR promote types. Refer t promote dependencies on page 15.					

Reset previous?	Specify whether resetting this task will cause the previous task in the sa schedule to be reset. Refer to <i>Action option: 16=Reset</i> on page 14. Valid are:			
	Ν	Do not reset the previous task when this task is reset.		
	Y	Automatically reset the previous task when this task is reset.		
	The def Control	ault value can be specified against parameter TKRP - refer to <i>ling parameters</i> on page 20.		
Prev prerequisite?	Specify whether the previous task in the schedule is a prerequisit Valid values are:			
	Ν	Previous task is not a prerequisite. This task can be completed or bypassed while the previous task is outstanding.		
	Y	Previous task is a prerequisite. This task cannot be completed or bypassed while the previous task is outstanding.		
	The default value can be specified against parameter TKDP - refer to <i>Controlling parameters</i> on page 19.			

You can press Enter or **F16=Bypass** to validate entries. If there are no validation errors, the task details will be updated, and:

- If F16 is used, the Work with Task Schedule main list panel will be re-displayed, or
- if Enter is pressed, the *Define Task Prerequisites* panel is shown. Refer to *Specifying prerequisite tasks* on page 37.

Specifying prerequisite tasks

The following panel is shown when you make changes to the *Define Task Attributes* entry panel and press Enter:

```
.....
O#481C4 TSPLSYD
                    Define Task Prerequisites 10/02/94 13:25:46
 Schd: CR 000004/03 Changes to inventory report Status: *DEV
Task: 040 Make code changes
User: QPGMR Required by: 18/02/94 11:14:26
Type other tasks prerequisite for this task, then enter.
 Sched(P)__Seq__Task_description_
 00000404 010 Assess work load and obtain authority from user
        000
     ____
        000
        000
        000
        000
        000
        000
        000
        000
        000
                                                           +
```

This panel allows you to specify prerequisite tasks for the task being defined.

Note, that in the previous panel you can specify whether the previous task in the same schedule is a prerequisite for the task being defined. Using this panel you can nominate other tasks which are prerequisite tasks, as follows:

- If the task being defined is in a default schedule, you can nominate any task in the same schedule as a prerequisite task.
- If the task being defined is in a CR or IR related schedule, you can nominate any task, in the same schedule or in a different schedule, as a prerequisite task. This allows you to create dependencies between, for example, IR and CR related tasks, or between different tasks in related CRs.

Data items

Sched/Seq	Specify the prerequisite task schedule and sequence number. You can use keyword *SAME for <i>Sched</i> to nominate a task in the same schedule.
	For IR or CR related tasks you can use F4 to select a task from any existing schedule. Refer to <i>Selecting a prerequisite task</i> on page 39.
	To remove a prerequisite task, blank out both the prerequisite schedule and sequence number.

If you make any changes on the panel and press Enter, and there are no validation errors, the list is updated with the task description of the specified prerequisite task(s). If you are then satisfied with the schedule, you must press Enter again or **F16=Bypass phases** to update the schedule, and:

- If F16 is used, the Work with Task Schedule main list panel is re-displayed.
- If Enter is pressed, the *Define Task Phases* panel is shown. Refer to *Specifying phases* on page 40.

Selecting a prerequisite task

The following panel is shown when you use F4 to select a prerequisite task:

O#483C1 TSPI	LSYD Select Task	Select Task			10/02/94 9:49:02 Mode: *SCHEDULE	
1=Select	5=Display				Somesone	
Act IR/CR	Task description	I	Require	ed by	Status	
00000404		_Date	_11100	_0501	_Status	
00000404	Assess work load and obtain auth	10/02	11:24	MARK	Sched	
	Allocate to programmer	14/02	11:24	CARLOS	Sched/Dep	
	Create CR library	14/02	11:24	CARLOS	Sched/Dep	
	Make code changes	21/02	11:24	QPGMR	Sched/Dep	
	Promote to Module/Integration, a	22/02	11:24	JULIE	Sched/Dep	
	Promote to Acceptance/QA, and do	23/02	11:24	MARK	Sched/Dep	
	Allocate to a release, and send	24/02	11:24	JULIE	Sched/Dep	
	Receive confirmation from user	25/02	11:24	JULIE	Sched/Dep	
	Install to live at all locations	28/02	11:24	MARK	Sched/Dep	

Selecting the type of list

The *Mode* on the top right of the panel indicates the type of list being shown. The mode is determined based on values you specify in the *IR/CR*, *Date* and *User* input fields below the column heading, as follows:

*USER	Indicates that all outstanding tasks allocated to a specific user profile are shown in <i>Required-by date & time</i> sequence. The <i>User</i> input field must be specified. You can also use the <i>Date</i> input field to position the list from the specified date onwards. The <i>IR/CR</i> input field must be left blank.
*SCHEDULE	Indicates that all tasks for a specific IR or CR related schedule are shown in task sequence. The <i>IR/CR</i> input field must be specified. The <i>User</i> input field must be left blank. The <i>Date</i> input field is ignored.
*GLOBAL	Indicates that all outstanding tasks are shown in <i>Required-by date & time</i> sequence. The <i>IR/CR</i> and <i>User</i> input fields must be left blank. You can use the <i>Date</i> input field to position the list from the specified date onwards.

Action codes

You can select one of the following action codes against a task:

1=Select	Select the task.
5=Display	Display the current status of the task, along with details of its prerequisite or dependent tasks. Refer to <i>Displaying task status</i> on page 49.

Specifying phases

The following panel is shown when you press Enter to update prerequisite tasks on the previous *Define Task Prerequisites* panel:

O#481C5 TSPLSYD Define Ta:	sk Phases 10/02/94 13:24:32
Schd: CR 000004/03 Changes to inventory Task: 040 Make code changes User: QPGMR Required by: 18/02/94	report Status: *DEV 11:14:26
Type task Phase(s), then enter.	
Seq_Text	ent_(SIS) sting

This panel allows you to specify the various phases within the task. Up to 99 phases can be defined for each task.

Data items

Seq	Specify a sequence for the phase in the task. You can use the sequence number to insert a new phase, or re-sequence the phases in the task. If you add or delete a phase, or change phase sequence numbers, the phases in the task are automatically re-sequenced and new sequence numbers are assigned to the phases in increments of 10.
Text	Specify the description of the phase. A phase can be deleted from the task by blanking out the phase description.

If you make changes on the panel and press Enter, and there are no validation errors, the list of phases is re-sequenced and the panel is re-displayed. If you are then satisfied with the phases, press Enter again to update the task and return to the *Work with Task Schedule* main list panel.

Defining task related functions

The following panel is shown when you use **F14=Dfn proc** from the *Define Task Attributes* panel:

OMS640C1 TSPLS	YD Define Task Functions	Execution Type: *TASK
2=Change	3=Create 4=Delete 5=Di	splay
Act_Function	_Description	Submit
CHG_CR CHG_IR CHKCR_RDY CHKCR_TST CRT_CR_LIB DEV_CR_OBJ DEVELOP PRMT_ACP PRMT_LIVE PRMT_RDEV PRMT_RDEV ROMOTE RELEASE WRKCHGRQS	Change_CR Change_IR Change_CR_status_to_Ready_for_Release Change_CR_status_to_Ready_for_Testing Create_CR_Library Work_with_CR_Objects Work_CR_Development Promote_CR_to_Acceptance/QA Promote_CR_to_Live/Production Promote_CR_to_Module/Integration Backout_CR_for_re-development Move/Promote_CR_(select_movement_type Work_with_Releases Work_with_Change_Requests	*NO_ *NO_ *OPT *OPT *NO_ *NO_ *NO_ *OPT *NO_ *NO_ *NO_

This panel allows you to define new task related functions or to change the command string associated with existing task related functions.

Thenon/JOB is shipped with a host of change management related functions. Refer to *Change management related processes* on page 16. You can override the command string associated with these functions, or create new functions.

Data items

Function	You can revert ba Alternat action of	use this input field, on the top line, to position the list of functions. To ack to the full list, blank out the search value and press Enter. ively, you can use this field to specify a new function name when using ption 3=Create to create a new function.
Description	Specify the function description when using action option 3=Create to create a new function.	
Submit	Specify function associate	the submit value when using action option 3=Create to create a new . The value you specify controls the execution environment of the ed function. Valid values are:
	*YES	The function is run in batch. When executed, the submit window is prompted, and you can change the name and parameter values of the job description under which the function is run.
	*NO	The function is run immediately in the interactive environment.
	*OPT	The function can be run in batch, or immediately in the interactive environment. When executed, the submit window is prompted, and you can specify whether the job is to run interactively or in the batch environment.

Action codes

You can select one of the following action codes:

2=Change	Change the command string associated with the selected function. Refer to <i>Editing the process command string</i> on page 43.
3=Create	Create a new function. Enter, on the top line, the function name, description, and submit value, then enter its associated command string on the following panel. Refer to <i>Editing the process command string</i> on page 43.
4=Delete	Delete a function. A confirmation window will pop up showing the function name you have selected for deletion; press enter to confirm and the function is removed; use F12 to cancel the delete operation.
	For change management related functions which are supplied with the product, your changes to the supplied command string will be deleted, and the original default is reinstated. For functions you have defined yourself, the entire definition for the function will be deleted.
5=Display	Display the command string associated with the selected function. Refer to <i>Editing the process command string</i> on page 43.

Editing the process command string

The following panel is shown when you select action option **2=Change**, **3=Create** or **5=Display** from the *Define Task Functions* list panel:

```
_____
OMS660F1 TSPLSYD
                 Edit Execution Message Execution Type: *TASK
                                          Mode: *UPD
                  Execution Msg: OMX1209
                  Execution Ref: CHKCR_RDY
 Type the required changes in the execution string. Then enter. Use F4 to
 prompt command parameters. Use only the following symbols as substitutional
 variables:
 @S=Development System
                      @I=IR Number
                                          @C=CR Sequence
  IRNBR (@I) and CRSEQ (@C) are not accepted in prompt, only on edit line.
 _____
CHKCR_@S_@I_@C_*RDY_
```

You can use this panel to enter or modify the command string - it must be a valid OS/400 or user written command.

• The following substitution variables can be used:

@S Development centre system code

@C CR number

- The command string is used to update a message in the user message file. If you wish to enter a command string which contains prompt control characters, key in the desired prompt controls and press Enter. The prompted command appears. Simply enter any values required to satisfy the command syntax checker. The command string with the specified control characters will be updated in the user message file.
- You can use F4 to prompt for command parameters and to return the fully prompted command string. F4 processing removes all prompt control characters. If prompt control characters are required, key them in after returning from the F4 prompt and continue. The system prompt control program does not accept any of the above substitution variables. Key in acceptable parameter values and press Enter. Once the program has returned to the edit line, overlay the specified parameter values with the required substitution variables.
- When overriding the command strings for change management functions, the overrides are recorded separately from the default strings which are supplied with the product. You can always use F5 to retrieve the supplied defaults.

This function allows you to display tasks, and to progress tasks which have been allocated to your user or group profile.

How to get into this function

Menu/Option:SEEPRB, SEECHG, SEEDEV / 55Command:WRKTSKMenu/Option:SEEPRB / 1, then option 44=TasksCommand:WRKINVRQSMenu/Option:SEECHG / 11, then option 44=Tasks

Command: WRKCHGRQS

List panel viewing and manipulation

O#483C2 TSPLSYD Work with Task	s 10/02/94 13:28:44 Mode: *SCHEDULE
1=Snd usr msg 2=Chg sched 4=Delete 9=Dsp IR/CR 12=Work with 16=Reset	5=Display 8=Display obj 17=Complete 18=Bypass
Act_IR/CRTask_Description 00000403	Required by _DateTimeUserStatus
<pre> 00000403 Assess work load and obtain auth Allocate to programmer Create CR library Make code changes Module/Integration testing Acceptance/QA testing</pre>	09/02 11:14 MARK Ovrdue 11/02 11:14 CARLOS Sched/Dep 11/02 11:14 CARLOS Sched/Dep 18/02 11:14 QPGMR Sched/Dep 21/02 11:14 JULIE Sched/Dep 22/02 11:14 MARK Sched/Dep
Allocate to a release, and send Receive confirmation from user Install to live at all locations	23/02 11:14 JULIE Sched/Dep 24/02 11:14 JULIE Sched/Dep 25/02 11:14 MARK Sched/Dep

For each task in the list, the task description, required-by date and time, allocated user and status are shown. For a detailed description of all task status codes refer to *Task status* on page 12.

You can use **F11=Include** to include in the list all associated phases following each task line. The following panel is shown:

O#483C2 TSPLSYD	Work	with Tasks		10/02/9 Mode:	4 13:29:54 *SCHEDULE
1=Snd usr msg 2 9=Dsp IR/CR 12	=Chg sched 4 =Work with 16	=Delete =Reset -	5=Displa 17=Comple Require	ay 8=1 ete 18=1 ed by	Display obj Bypass
Act_IR/CRTask_D 00000403	escription	D	DateTime	_User	_Status
00000403 Assess 	work load and o mpact analysis pecifications rogramming rogrammer testin cceptance/QA tes te to programmer CR library ode changes ystem internal s pprove SIS by pr ource code chang est plan documen	btain auth 0 g ting 1 pecification oject leader res t	09/02 11:14 11/02 11:14 11/02 11:14 18/02 11:14 1 document	MARK CARLOS CARLOS QPGMR SIS)	Ovrdue Ovrdue Ovrdue Ovrdue Sched/Dep Sched/Dep Sched Sched Sched Sched +

Selecting the type of list

The *Mode* on the top right of the panel indicates the type of list being shown. The mode is determined based on values you specify in the *IR/CR*, *Date* and *User* input fields below the column heading, as follows:

- *USER Indicates that all outstanding tasks allocated to a specific user profile are shown in *Required-by date & time* sequence. The *User* input field must be specified. You can also use the *Date* input field to position the list from the specified date onwards. The *IR/CR* input field must be left blank.
- ***SCHEDULE** Indicates that all tasks for a specific IR or CR related schedule are shown in task sequence. The *IR/CR* input field must be specified. The *User* input field must be left blank. The *Date* input field is ignored.
- *GLOBAL Indicates that all outstanding tasks are shown in *Required-by date & time* sequence. The *IR/CR* and *User* input fields must be left blank. You can use the *Date* input field to position the list from the specified date onwards.

Action codes

You can select one of the following action codes against a task or a phase:

1=Snd usr msgSend a message to the user profile to whom the task is allocated. OS/400 command SNDMSG is prompted to allow the entry of the message text.

2=Chg sched	Change the schedule.
	Function WRKTSKSCH (Work with Task Schedule) is executed, to allow the maintenance of the selected IR or CR task schedule. Refer to <i>Defining task schedules</i> on page 29.
4=Delete	Delete the task from the schedule, or the phase from the task. You can select this option only against a task which is allocated to your user or group profile.
	You can delete a task or a phase only if the task has been defined to allow delete operation. Refer to <i>Allow delete?</i> on page 33. When a task is deleted, all its phases and dependency relationships are also deleted.
5=Display	Display the current status of the task, along with details of its prerequisite or dependent tasks. Refer to <i>Displaying task status</i> on page 49.
8=Display obj	Display application parts currently registered under the CR.
9=Dsp IR/CR	Display details of the related IR or CR.
12=Work task	Execute the work-with function associated with the task. You can select this option only against a task which is allocated to your user or group profile. This option is not applicable to phases.
	You can use this option only if a work-with function has been associated with the task. You can use this option, while one or more prerequisite task are outstanding, only if the task has been defined to allow this. Refer to <i>Work-with function</i> and <i>Work-with allowed</i> on page 34.
	You can select this option even if the task is already completed or bypassed.
16=Reset	Reset a task or a phase, which has already been completed or bypassed, to be outstanding. You can select this option only against a task which is allocated to your user or group profile.
	When a task is reset, all related phases are automatically reset. For a phase to be reset, the related task must be outstanding. If the related task is already completed or bypassed, you have to reset the task - then all related phases are automatically reset.
	When you define a task, you can specify whether previous task, in the same schedule, is automatically reset when the task is reset. Refer to <i>Reset previous</i> ? on page 36. Depending on the definition of the previous task, this automatic reset process can occur multiple times until the first task in the schedule is found, or until a previous task definition indicates that its previous task should not be reset. A message is sent to each user who is allocated a task which has been automatically reset.

17=Complete	Complete a task or a phase which is outstanding. You can select this option only against a task which is allocated to your user or group profile.			
	A task can only be completed if there are no outstanding prerequisites, and if all the task phases have been completed or bypassed. An outstanding phase can always be completed.			
	If a completion function is associated with task, this function is executed before the task status is updated to <i>Completed</i> . After completion, a completion message is sent to users as defined for the task. Refer to <i>Complete function</i> and <i>Users to rcv msg</i> on page 34.			
18=Bypass	Bypass a task or a phase which is outstanding. You can select this option only against a task which is allocated to your user or group profile.			
	A task can only be bypassed if the task has been defined to allow this option, if there are no outstanding prerequisites, and if all the task phases have been completed or bypassed. Refer to <i>Allow bypass?</i> on page 34. An outstanding phase can always be bypassed.			

Displaying task status

The following panel is shown when you select option **5=Display** from the Work with Tasks panel.

This panel shows the selected task status details, the task(s) which are prerequisite for the selected task, and the task(s) which are dependent on the selected task.

Task status details

The following task status details are shown:

- The IR or CR schedule, description, and current status.
- The selected task sequence number in the schedule, and its description.
- The user profile to whom the selected task is allocated.
- The selected task completion required-by date and time.
- Whether the selected task can be bypassed.
- The current status of the selected task, along with the date, time and job details of the last status update.
- The prerequisite CR status for the selected task.
- The CR promote operation which is dependent on the selected task.

Prerequisites and dependencies

The following details are shown for each prerequisite or dependent task:

- The IR or CR schedule.
- The task description.
- The task completion required-by date and time.
- The user profile to whom the task is allocated.
- The current status of the task.

Action codes

You can select the following action codes against each prerequisite or dependent tasks:

- **1=Snd usr msg**Send a message to the user profile to whom the task is allocated. OS/400 command SNDMSG is prompted to allow the entry of the message text.
- **5=Display** Display the current status of the task, along with details of its prerequisite or dependent tasks i.e; re-display the same panel but show the details of the selected prerequisite/dependent task.

This process can be repeated up to 50 times. When you press Enter, the previously shown task details are re-displayed. Use F12 to return immediately to the *Work with Tasks* list panel.

Command WRKTSK: Work with Tasks

The Work with Tasks (WRKTSK) command is the main function of the Thenon/JOB Task Manager product, and allows you to view and progress tasks which have been allocated to your user or group profiles. This function can be requested from option **55. Work with Tasks** in various *Thenon/SEE* menus, if Thenon/JOB is authorised for use on your system.

One or more tasks can be specified for any given schedule. Each IR and CR can be associated, at the development centre, with a unique schedule.

When you select option **55. Work with Tasks**, the main list panel shows all outstanding tasks allocated to your user profile. You can change the list to show the tasks allocated to your group profile or any other user or group profile, or the full task schedule which is associated with a specific IR or CR, or all tasks which are currently unscheduled or overdue. The input parameters for this command determine the initial task list being shown:

- If ICRNBR is specified, the list shows the full schedule for the specified IR or CR number.
- If USRPRF is specified, the list shows all outstanding tasks allocated to the specified profile. The default value is *USRPRF.

Regardless of the list being shown, you can progress only those tasks which are allocated to your user or group profiles.

Minimum required Thenon/SEE authority: ***VIEW / Any SEE module.**

Initial IR or CR number (ICRNBR)

Specifies the CR or IR number for which the full task schedule is shown. For an IR specify the 6 digits of the IR number; for a CR specify the 8 digits of the CR number. If you specify this parameter, the value specified for parameter USRPRF is ignored.

Initial user profile name (USRPRF)

Specifies the user profile name for which all outstanding tasks are shown. Possible values are:

user-profile name Specify the user profile name.

*USRPRF

Specifies that the current job user profile name is used.

*GRPPRF

Specifies that the current job group profile name is used.

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