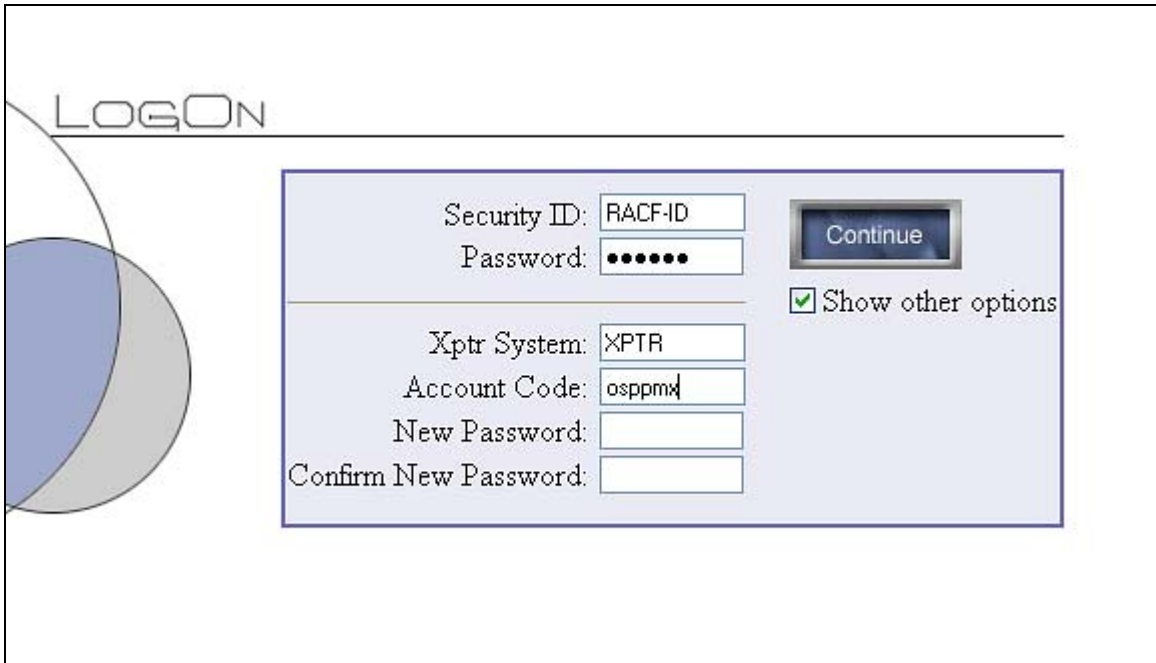


Using Xnet

1. Logon to Xnet <https://scca.its.state.nc.us/xnet/IEXLOG.htm>
 - Enter your Security ID (RACF-ID) and Password.
 - Select the “Show other options” box, and enter the account code assigned to you.



LOGON

Security ID: RACF-ID

Password: ●●●●●●

Continue

Show other options

Xptr System: XPTR

Account Code: osppmx

New Password:

Confirm New Password:

2. Select “Navigate” on the top left corner.



Navigate Documents Folders Global Index Work Queue Info Help LogOff

Favorite Documents (0 documents) Rebuild List v22

<< previous next >>

Title	Name
-------	------

<< previous next >>

3. Select “List Document folders” and enter /osp/pmx.
 - Select “Continue”.

4. Select the report you wish to view and print.

Item	Description	Action
/OSP/PMX/PMCO	DEPT OF CORRECTION PMIS REPORTS	Add to Favorite Documents
/OSP/PMX/PMCR	CRIME CONTROL PMIS REPORTS	Add to Favorite Documents
/OSP/PMX/PMC1	DEPT OF CORRECTION FISCAL REPTS	Add to Favorite Documents
/OSP/PMX/PMDX	DHHS-DIX HOSPITAL PMIS REPORTS	Add to Favorite Documents
/OSP/PMX/PMEC	EAST CAROLINA UNIV PMIS REPORTS	Add to Favorite Documents
/OSP/PMX/PMES	ELIZ CITY STATE UNV PMIS REPORTS	Add to Favorite Documents
/OSP/PMX/PMFC	DHHS-FACILITY SERV PMIS REPORTS	Add to Favorite Documents
/OSP/PMX/PMFD	EAST CAROLINA UNIV PMIS REPORTS	Add to Favorite Documents

5. Select the most recent report (top report) under “Date/Time”.

The screenshot shows a web application interface with a navigation bar at the top containing buttons for 'Navigate', 'Documents', 'Folders', 'Global Index', 'Work Queue', 'Info', 'Help', and 'LogOff'. Below the navigation bar, the main content area displays 'CRIME CONTROL PMIS REPORTS (2 versions)' with a 'Batch Query' button and 'R10' on the right. A table with the following columns is shown: 'Date/Time', 'Pages', 'Version', and 'Job'. The first row is highlighted in light blue, indicating it is the selected report. The second row is in a standard white background. Below the table, there are links for 'Browse', 'Indexes', 'Print', 'Add to WQ', and 'Views'. Navigation arrows '<< previous 1' and 'next >>' are present above and below the table.

Date/Time	Pages	Version	Job
06/01/2004 21:54	234	35	PMX824CR
05/01/2004 21:37	234	34	PMX824CR

6. As you hover your mouse over the report notice the change in look.

- Select your report.

This screenshot is identical to the one above, but the second row of the table is highlighted in light blue, indicating that the user has selected the report from 05/01/2004 21:37.

Date/Time	Pages	Version	Job
06/01/2004 21:54	234	35	PMX824CR
05/01/2004 21:37	234	34	PMX824CR

7. Confirm you are viewing the correct report.

Navigate Documents Folders Global Index Work Queue Info Help LogOff Xnet THE POWERED BY

CRIME CONTROL PMIS REPORTS VERSION 35 --- DATE 06/01/04 21:54 --- PAGE 1 OF 234 --- LINE

Options Font Size Style

PREPARED BY
OFFICE OF STATE P
POSITION LISTING BY COMPANY/ACCO
(PERMANENT POSITION
AS OF 06/01/0
DEPARTMENT/DIVISION = CRIME CNTRL-ADMIN

EMPLOYEE NAME POSITION NUMBER POSITION CLASS TITLE

8. Select “Print” under the Options drop down and “Smallest” under the Font Size drop down.

Navigate Documents Folders Global Index Work Queue Info Help LogOff Xnet THE POWERED BY

CRIME CONTROL PMIS REPORTS VERSION 35 --- DATE 06/01/04 21:54 --- PAGE 1 OF 234 --- LINE

Options Smallest Style

Print CRIME CONTROL PMIS REPORTS P07

Select a print destination and enter print options:

Destination: PRN LOCAL PRINTER

First page: 1 line:

Last page: 234 line:

Total pages: 234

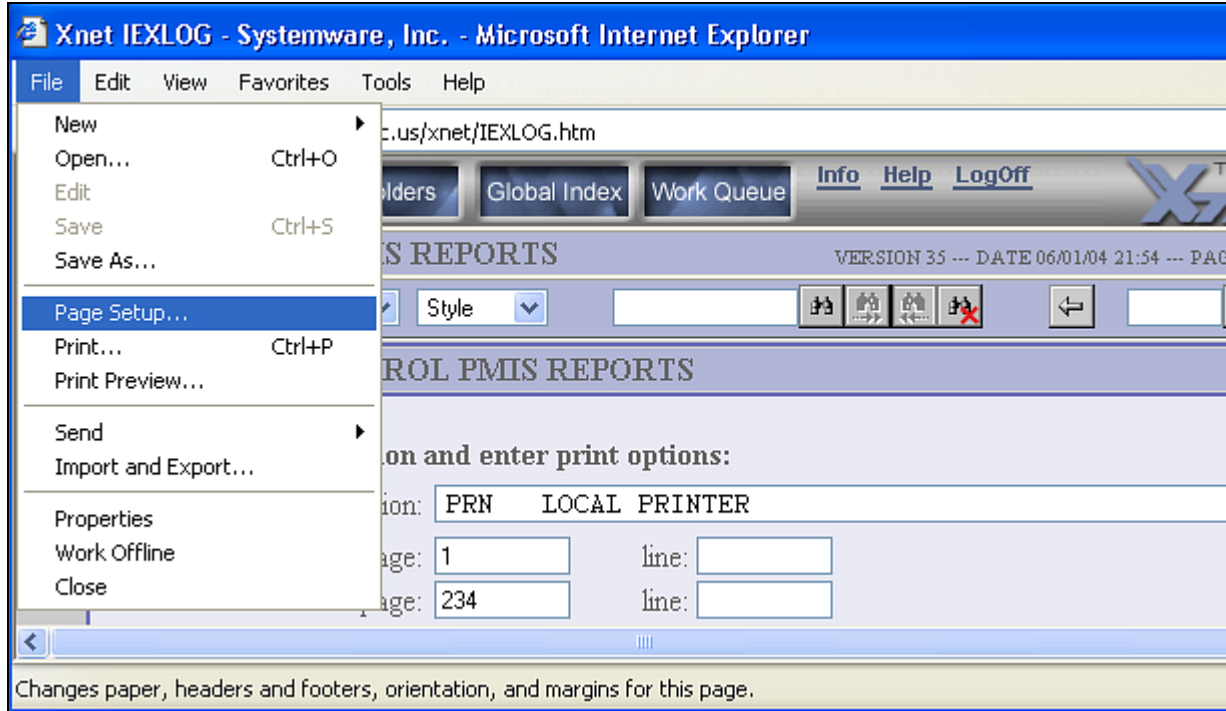
Banner page name:

Banner page ID:

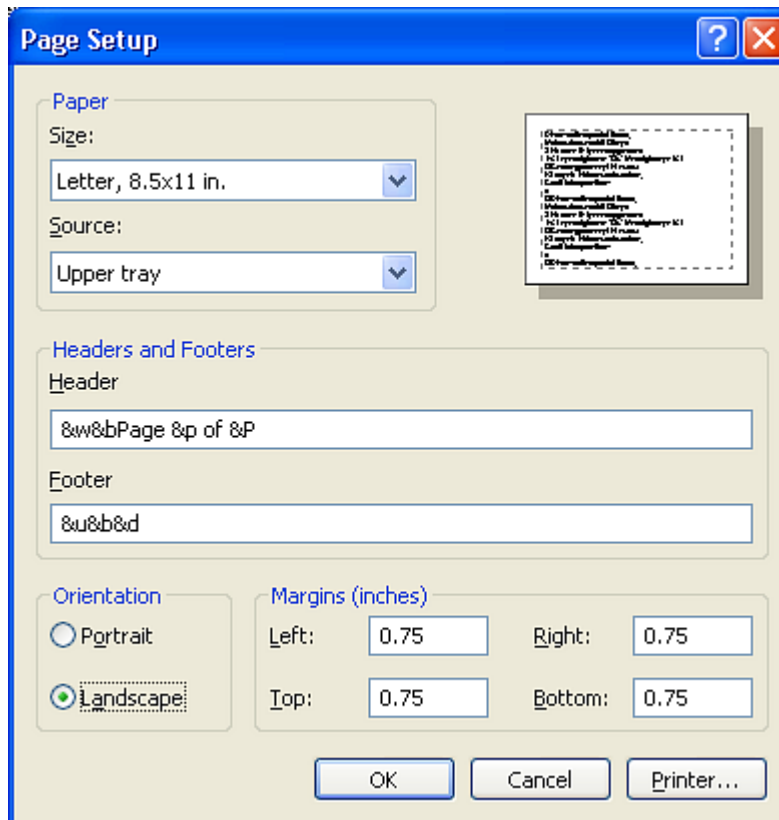
Combine print requests? Yes No

Continue Back Show Active Indexes

9. Select “Page Setup” under File.



10. Select “Landscape” as the orientation.



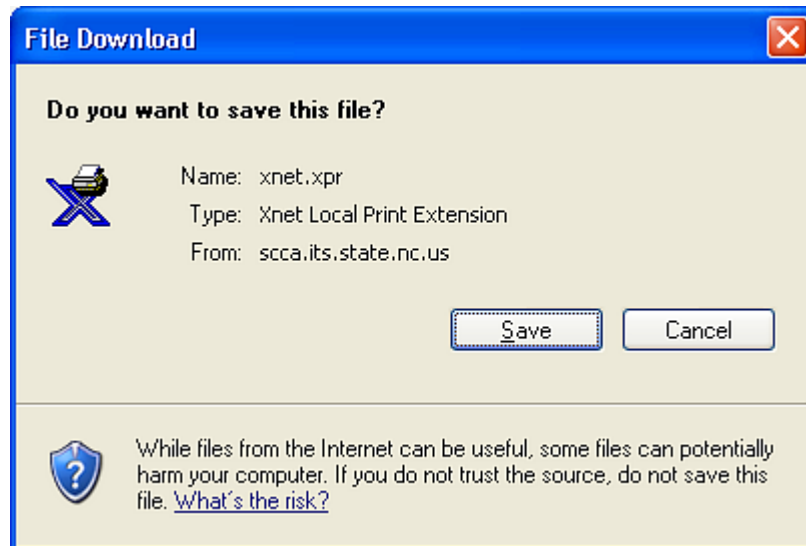
11. Printing to Local Printer (**Note: If you are printing to ITS, skip to step 17.**)

- If you would like to print to your local printer, select “PRN LOCAL PRINTER” from the “Destination” drop down.
- Select continue.



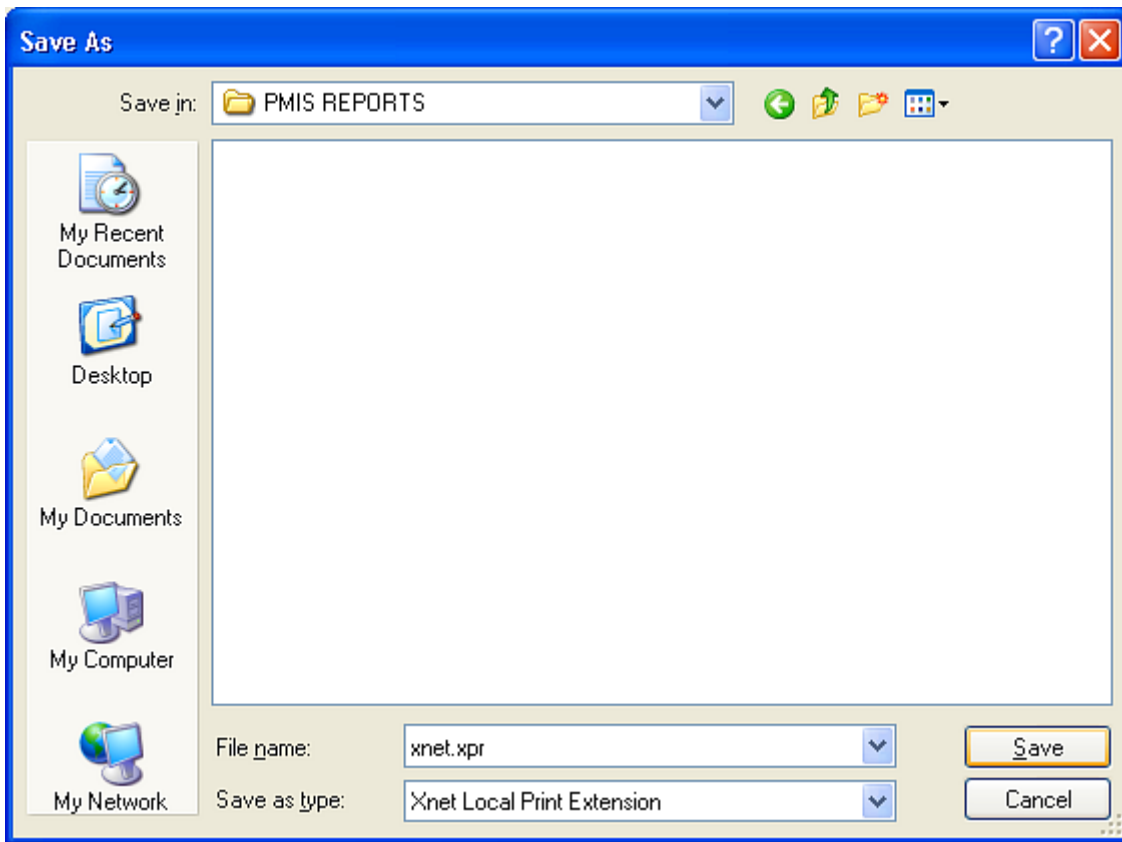
The screenshot shows the Xnet web interface for printing reports. The top navigation bar includes buttons for 'Navigate', 'Documents', 'Folders', 'Global Index', and 'Work Queue', along with links for 'Info', 'Help', and 'LogOff'. The main header reads 'CRIME CONTROL PMIS REPORTS' with version and date information. Below the header, there are dropdown menus for 'Options', 'Smallest', and 'Style'. The print settings section includes a 'Destination' dropdown menu set to 'PRN LOCAL PRINTER', input fields for 'First page: 1', 'Last page: 234', and 'Total pages'. There are also fields for 'Banner page name' and 'Banner page ID'. A radio button group for 'Combine print requests?' has 'No' selected. At the bottom, there are 'Continue', 'Back', and 'Show Active Indexes' buttons.

12. Select “Save”.

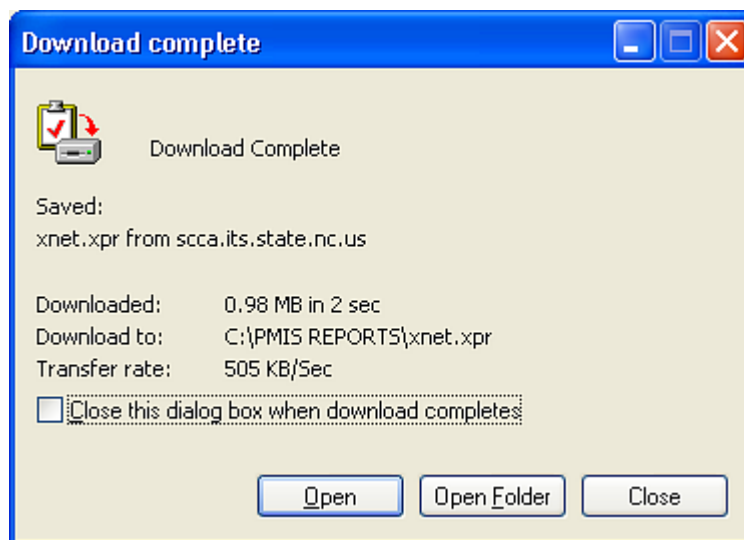


13. Determine a local directory.

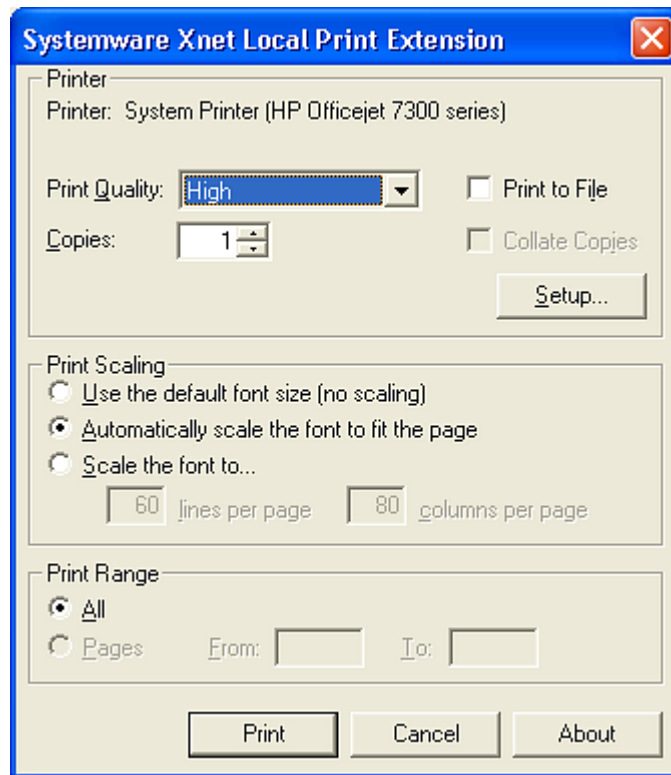
- Select "Save".



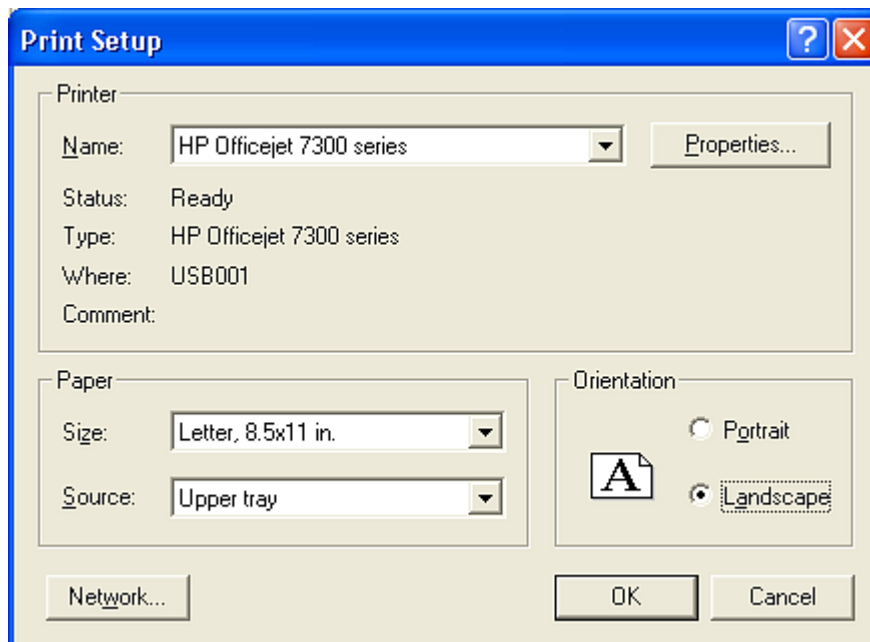
14. Select "Open" once you have saved the file to your local computer.



15. Under the “Print Quality” drop down, select “1200dpi” or “High”.
(Note: If this dialog box does not appear, proceed by opening, viewing, and printing the report in notepad.)



16. Select “Setup” and confirm that “Landscape” has been selected.
- Select “OK”.



17. Printing to ITS

- If you would like to print to ITS, choose the “PBAT PRINT REPORTS, ALL SEPARATORS, USER NAME” from the “Destination” drop down.

Navigation: [Navigate](#) [Documents](#) [Folders](#) [Global Index](#) [Work Queue](#) [Info](#) [Help](#) [LogOff](#) **Xnet** THE POWER

CRIME CONTROL PMIS REPORTS VERSION 35 --- DATE 06/01/04 21:54 --- PAGE 1 OF 234 --- L

Options Smallest Style [Print] [Copy] [Paste] [Close] [Back] [Forward] [Home] [Refresh]

Destination:	PRN LOCAL PRINTER
First page:	PRN LOCAL PRINTER
Last page:	PBAT PRINT REPORTS, ALL SEPARATORS, USER NAME
Total pages:	PBNS PRINT REPORTS, NO SEPARATORS, BATCH JOB
Banner page name:	PXBT PRINT XEROX, ALL SEPARATORS, USER NAME
Banner page ID:	MAIL EMAIL REPORTS, NO SEPARATORS
Combine print requests?	PJOB PRINT JCL, WITH STEPS, USER NAME
	PDSN PRINT REPORTS, TO DSN
	PESC ESC - PRINT TO DS FOR H-P APPS
	PDHR DHHS PRINT REPORTS, TO DSN
	POSC BATCH PRINT TO GDG 133 RECORD
	POSD BATCH PRINT TO GDG 250 RECORD
	PBBD PRINT BUNDLE REPORTS SAVE JCL FOR REPRINT BUNDLES
	PJCL SUBMITS A BUNDLE REPRINT TO INTERNAL READER
	PQ02 PRINT QUEUE, COMBINE RPTS, BY FORMID
	P&BT AFP - PRINT REPORTS, ALL

18. Enter a page range and select “Continue”.

Navigation: [Navigate](#) [Documents](#) [Folders](#) [Global Index](#) [Work Queue](#) [Info](#) [Help](#) [LogOff](#) **Xnet** THE POWER

CRIME CONTROL PMIS REPORTS VERSION 35 --- DATE 06/01/04 21:54 --- PAGE 1 OF 234 --- L

Options Smallest Style [Print] [Copy] [Paste] [Close] [Back] [Forward] [Home] [Refresh]

* Use of this system constitutes consent to monitoring. *

Print CRIME CONTROL PMIS REPORTS P07

Select a print destination and enter print options:

Destination:

First page: line:

Last page: line:

Total pages:

Banner page name:

Banner page ID:

Combine print requests? Yes No

19. Options for PBAT will be shown in the “Description” drop down.

- Enter in “I” in the “CLASS” field.
- Enter the number of copies in the “COPIES” field.
- Enter “local” in the “DEST” field.

The screenshot shows the Xmet software interface. At the top, there is a navigation bar with buttons for 'Navigate', 'Documents', 'Folders', 'Global Index', and 'Work Queue'. To the right are links for 'Info', 'Help', and 'LogOff'. The 'Xmet' logo is on the far right. Below this is a header bar for 'CRIME CONTROL PMIS REPORTS' with 'VERSION 35 --- DATE 06/01/04 21:54 --- PAGE 1 OF 234 --- L'. A toolbar contains dropdown menus for 'Options', 'Smallest', and 'Style', along with various icons. The main content area is titled 'Options for PBAT' and contains the following form fields:

Enter print options:	
CLASS:	I
COPIES:	001
NODE:	
DEST:	Local
WRITER:	
FORMS:	
FCB:	
CHARS:	
COPYGROUPVALUE:	
COPYMOD:	
MODIFYTRC:	
FORMOVERLAY:	
OVERLAYCOUNT:	
UCS:	

- Enter your account, office number, and name in the “ACCOUNT”, “ROOM”, and “JOBPROGRAMMER” fields.
- Select “Continue”.

BURST:	<input type="text"/>
HOLD:	<input type="text"/>
OPTCDJ:	<input type="text"/>
FORMDEF:	<input type="text"/>
PAGEDEF:	<input type="text"/>
NOTIFY:	<input type="text"/>
ACCOUNT:	OSPPMX
ROOM:	Office Number
JOBPROGRAMMER:	Your Name
PRMODE:	<input type="text"/>
LINECT:	<input type="text"/>
DATASETNAME:	<input type="text"/>

Your report will be printed at ITS and delivered to you in about 2 or 3 hours.