

Downloading with Reflections in MIRS

This set of instructions is intended for the Reflections emulator. Please be sure to have your departmental IT staff install the latest version on your computer.

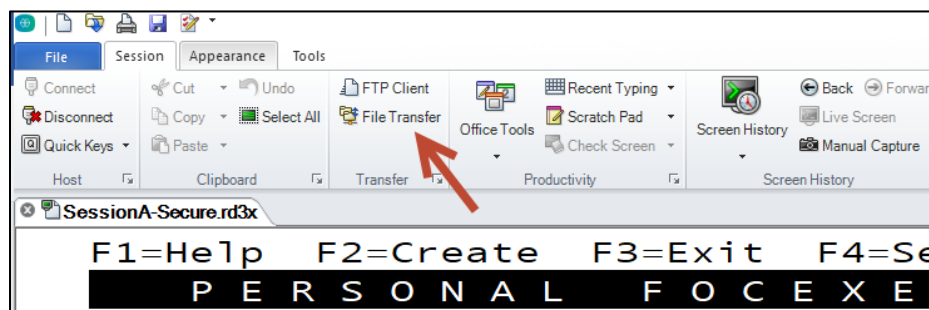
Contents

Settings Configuration	1
Procedure Configuration.....	9
Formatting the Report	12
Troubleshooting Steps	15

Settings Configuration

This section provides instruction on configuring your settings in Reflections upon the first time of downloading. After your settings are initially configured, you will not need to perform these steps to download.

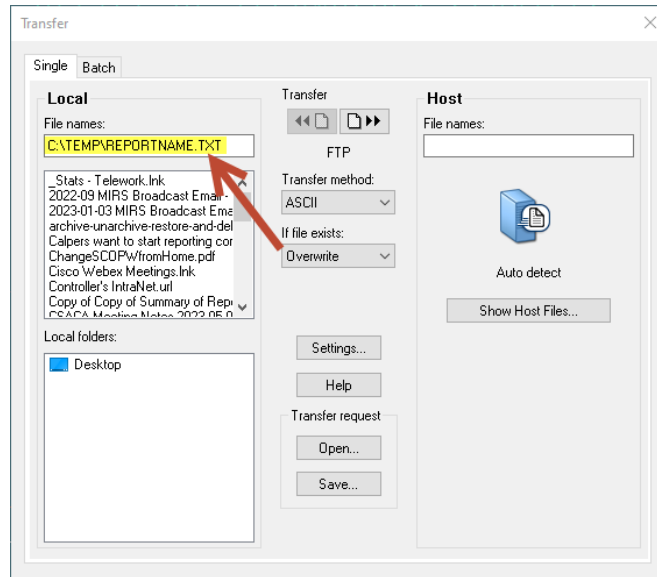
1. In Reflections, login to MIRS.
2. Select File Transfer.




3. Enter the Local File Name.
 - a. This is the location your file will download to.
 - b. Type in the folder path and report name place holder.

Example: C:\TEMP\REPORTNAME.TXT

TEMP is the folder. REPORTNAME is the report name placeholder.



c. It is recommended to use the C:\ Drive and temp folder for downloading. However, you can create a folder elsewhere if you like.

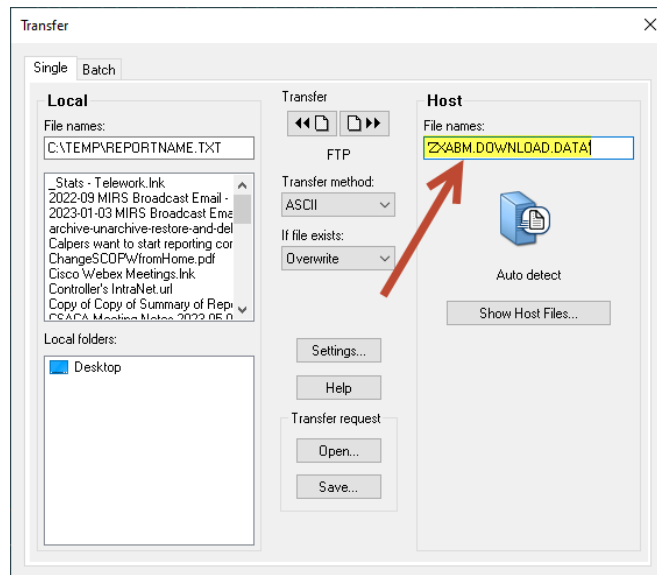
d. Be sure to locate the folder in your File Explorer  to confirm the folder exists.

4. Enter the Host File Name.

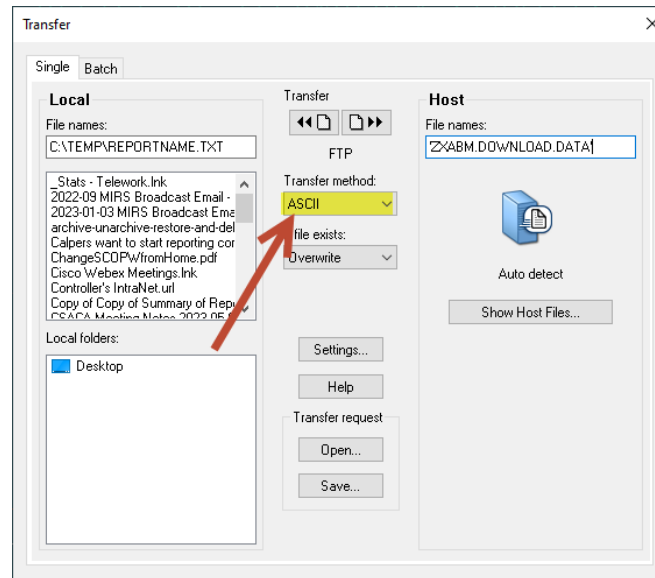
a. Include single quotes around the Host File Name.

b. '*your user ID here*.DOWNLOAD.DATA'

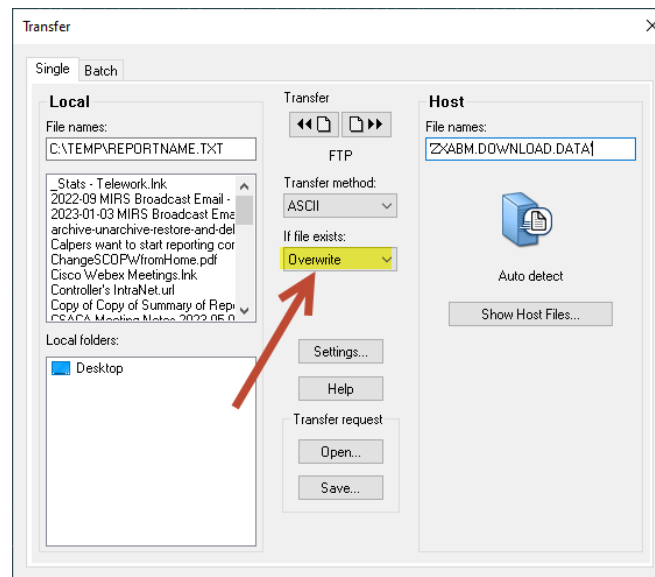
Example: 'ZXABM.DOWNLOAD.DATA'



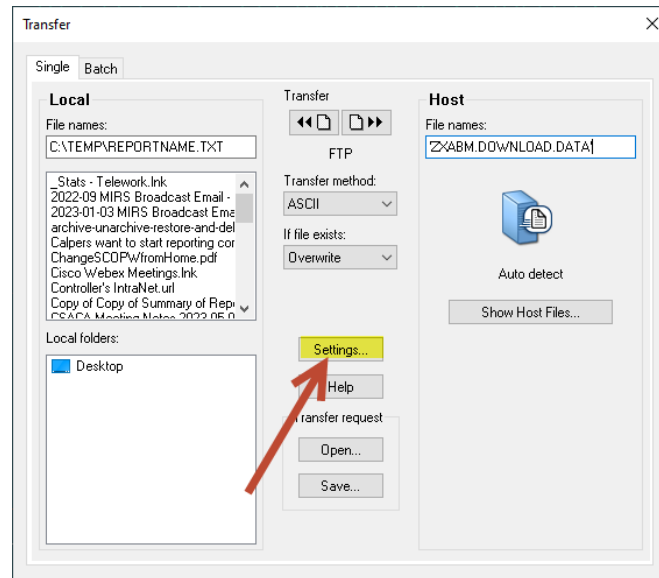
5. Select ASCII for the Transfer Method.



6. Select Overwrite for the If File Exists.

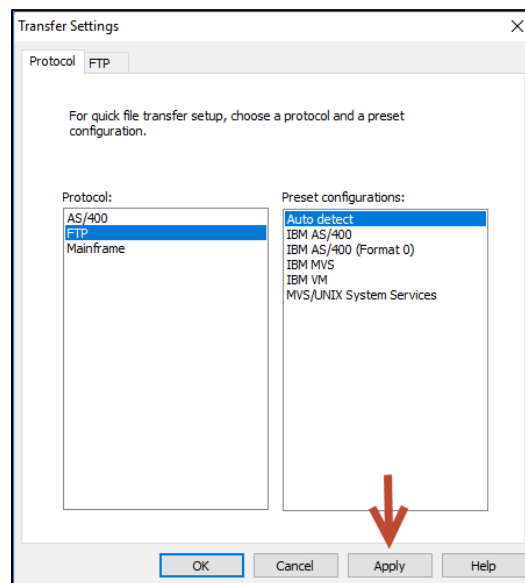


7. Click on Settings.



8. Under the Protocol tab:

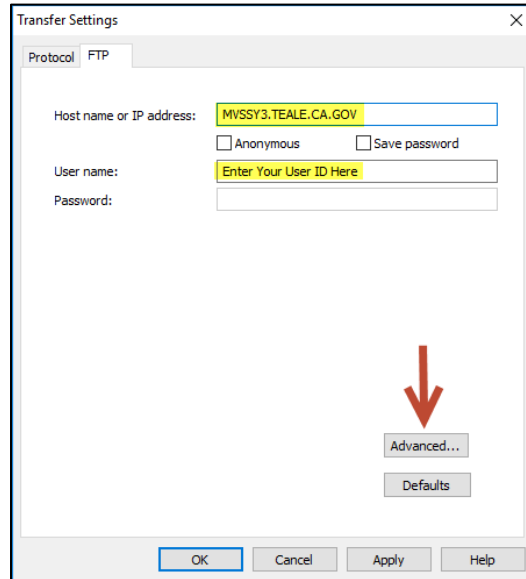
- a. Select FTP for Protocol
- b. Auto Detect for Preset Configurations
- c. Click Apply.



1. Click on the FTP Tab:

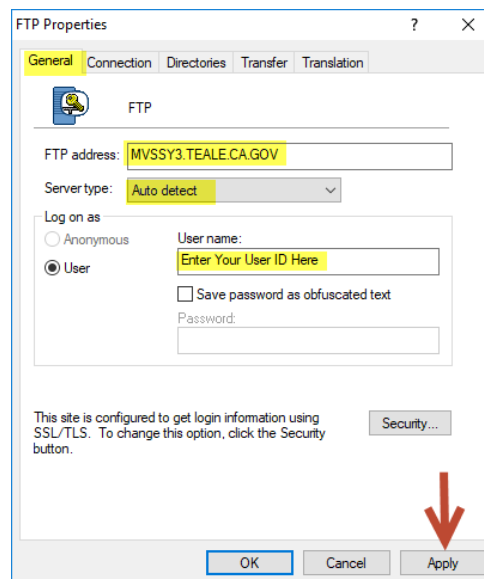
- a. Enter the Host name or IP address: MVSSY3.TEALE.CA.GOV.
- b. Uncheck the Anonymous and Save Password boxes.
- c. Enter your user ID for User Name.
- d. Leave Password blank.

e. Click Advanced...

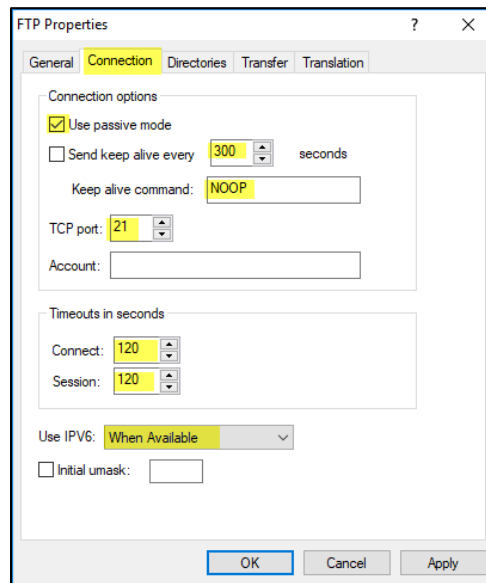


2. Under the General tab:

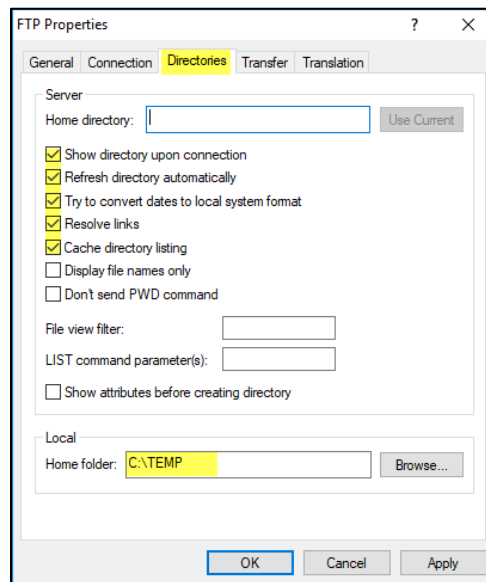
- a. Enter the FTP Address: MVSSY3.TEALE.CA.GOV.
- b. Select Auto Detect for Server Type.
- c. For Log On As, select User, and type in your user ID.
- d. Uncheck Save password as obfuscated text.
- e. Click Apply.



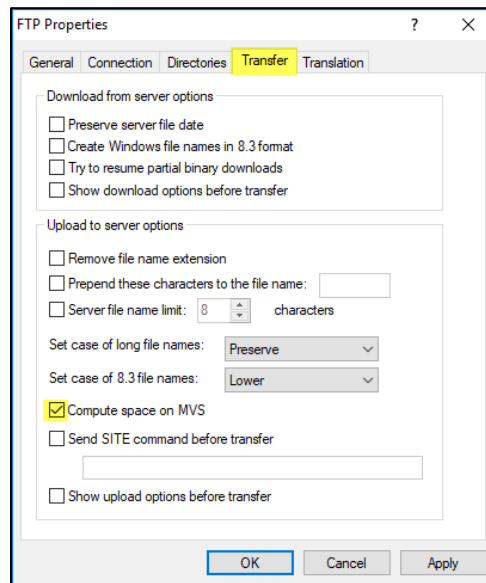
3. Click on the Connection tab.
 - a. Make sure everything looks the same as below.



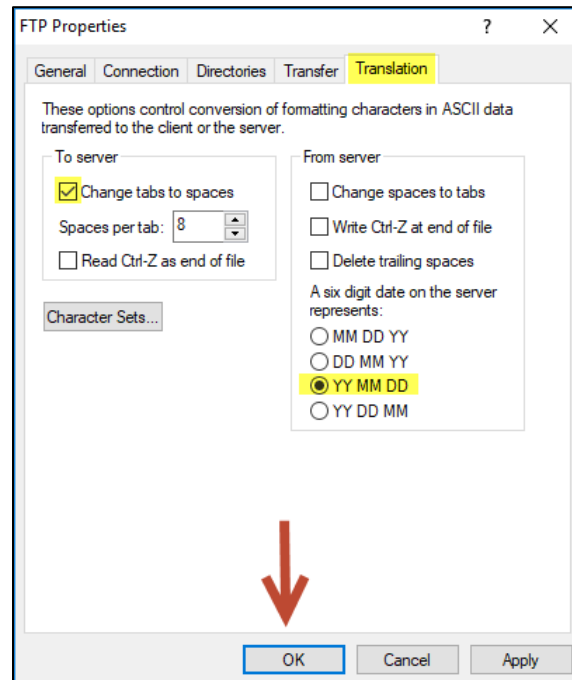
4. Click on the Directories tab.
 - a. Make sure everything looks the same as below.
 - b. Ensure the Local Home Folder location is the same as the Local File name you originally entered.



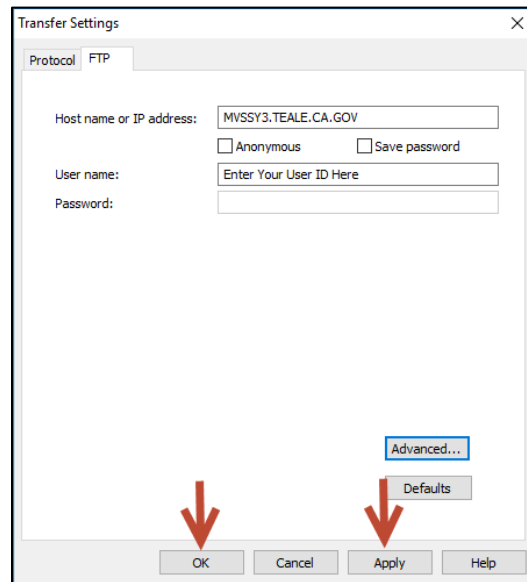
5. Open the Transfer tab.
 - a. Select Compute Space on MVS.



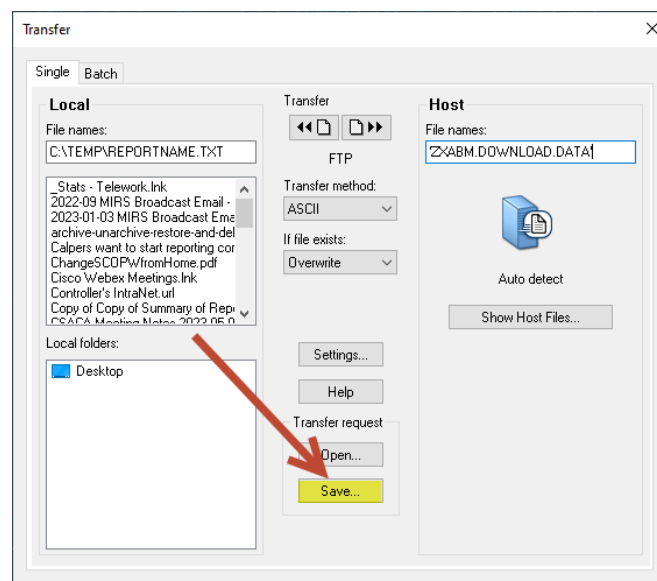
6. Open the Translation tab.
 - a. Make sure everything looks the same as below.
 - b. Click OK.



7. Click Apply, then OK.



8. You have the option to save the settings you have now setup. This will allow you to simply open the saved file and all your settings will auto-populate.
 - a. To save your settings, from the original Transfer Window, under Transfer Request, select Save.



- b. Locate the folder where you want to save the settings file and select Save.
 - c. Then, if your settings are ever changed, you can select Open from the Transfer Window and locate the saved settings. When opened, it will auto-populate your settings.
9. Exit the window by clicking on the X in the top right corner.

Procedure Configuration

For each report that you download, the downloading report command will need to be entered into the procedure. Use this section every time you download.

1. Before configuring the procedure to download, execute the procedure to ensure there are no errors and that the report appears on the screen as expected:

- a. Type the letter “X” next to the procedure and press Enter.
 - i. If the report output appears on the screen as expected, go to step #2.
 - ii. If the report provides the following error message, invoke the FOCUS environment to run the procedure (find FOCUS instructions on the [MIRS References \(ca.gov\)](#) page under “Additional References”):

(FOC295) A VALUE IS MISSING FOR: &FIELDNAME

Please note: *FIELDNAME* can be any fieldname. After the procedure is executed in the FOCUS environment, and the report appears on screen as expected, exit FOCUS, and go to step #2.

- iii. If the report provides a different error than the one above, carefully read the error message, refer to the line number in the error message and make corrections in the procedure as needed. Contact the MIRS Help Desk at ppsdMIRS@sco.ca.gov if you have any questions. After the procedure is corrected, and the report is executed and appears on screen as expected, go to step #2.

- From your personal or departmental library, type the letter “E” for edit next to the procedure, and press Enter.

F1=Help F2=Create F3=Exit F4=Search F6=Options F7=Up F8=Down F9=Refresh		
P E R S O N A L F O C E X E C P R O C E S S I N G P A N E L		
Cmd:	B Browse	C Copy
	P Print	R Rename
		D Delete
		S Submit (batch)
		E Edit
		X Exec (online)
Cmd	Name	Description of Process
—	OSPHMKSP	OSHP FOR KASPAR
—	OTA	OT EXCLUDING CODE PAYSUF 'S' CORRECT HOURS EXCLUD
—	OTC	HRS WORKED FOR INT
—	OTPAY	OVERTIME PAID
—	OUTOFSE	REPORT FOR EMPLOYEES WHO ARE OUT OF SERVICE IN CL
—	OVERTIME	REPORT THAT LISTS OVERTIME
—	OWNER	COUNT OF SSN UNDER THE CSCONF FILE FOR COST
—	OWNERCD	REPORT TO SHOW OWNER CODES, FACILITIES, AND AGENC
—	PACKDTST	TESTING PACKED DECIMALS
—	PARKSDIF	PARKS AND REC AGY 548 AND 549
—	PARMEND1	TESTING PARM DATE AND END DATE
—	PARTIME	COUNT OF ACTIVE EMPLOYEES BY TIMEBASE
e	PAY	BASIC LIST WITH PAY
—	PAYALL	REPORT SHOWS EMPLOYEES WHO RECEIVED PAY DURING PA
—	PAYBIRTH	REPORT WITH PAYPD AND BIRTHDATE REFORMATTED
—	PAYDIFF	PAY DIFF

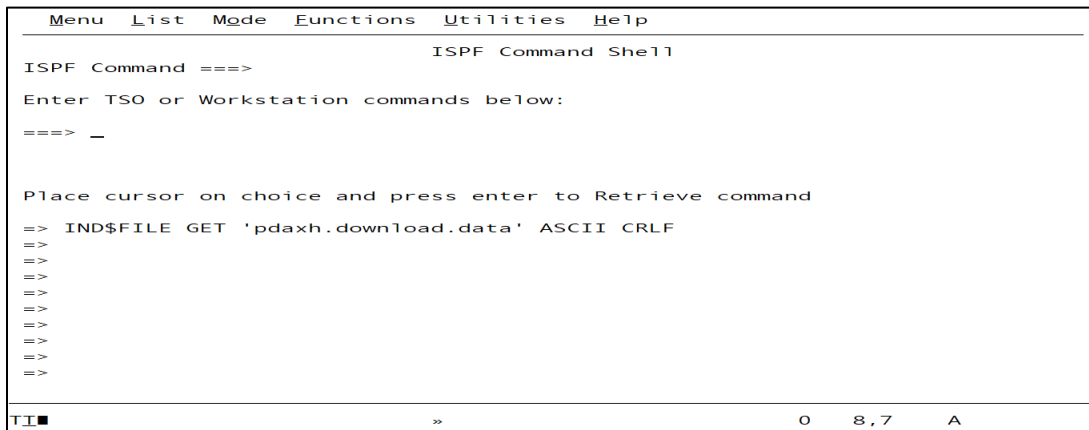
- Type the report command ON TABLE HOLD AS DOWNLOAD FORMAT TABT above the END command.

```
TABLE FILE CSPMTS
PRINT GROSS AS 'GROSS'
BY SSN SUBTOTAL
BY PAYPD AS 'PAY PERIOD'
ON TABLE HOLD AS DOWNLOAD FORMAT TABT
END
```

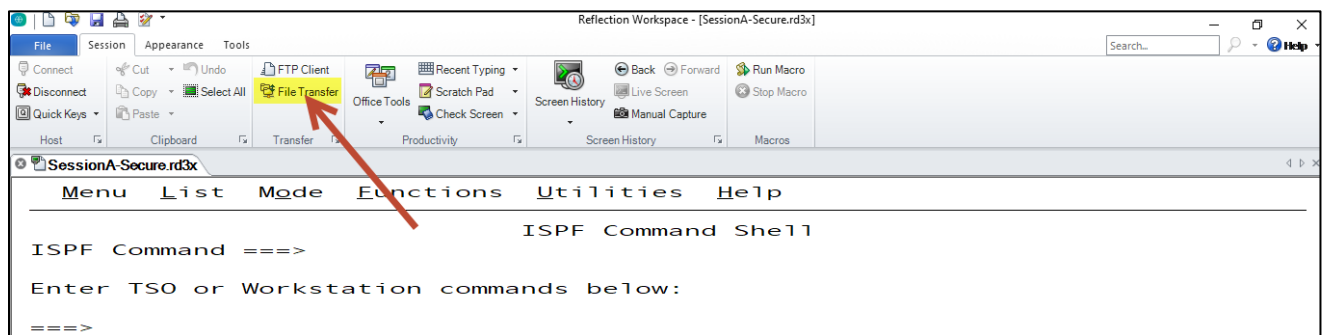
*Please note that the report command above will import column titles from MIRS, whereas the –INCLUDE DOWNLOTS report command does not.

- Press F3 to save and exit the procedure.
- Execute the procedure (type the letter “X” next to the procedure OR invoke the FOCUS environment).
 - HOLDING TABT FILE... will appear as one of the last messages on the screen. This indicates that the report is ready for downloading.
 - The report output will not appear on the screen.
- Press Enter to exit back to your library (type FIN and press Enter if you are in FOCUS).
- Press F6 for the MIRS menu.
- Type the number 8 for Download Data and press Enter.

9. You will then be in the ISPF Command Shell.



10. Select File Transfer.

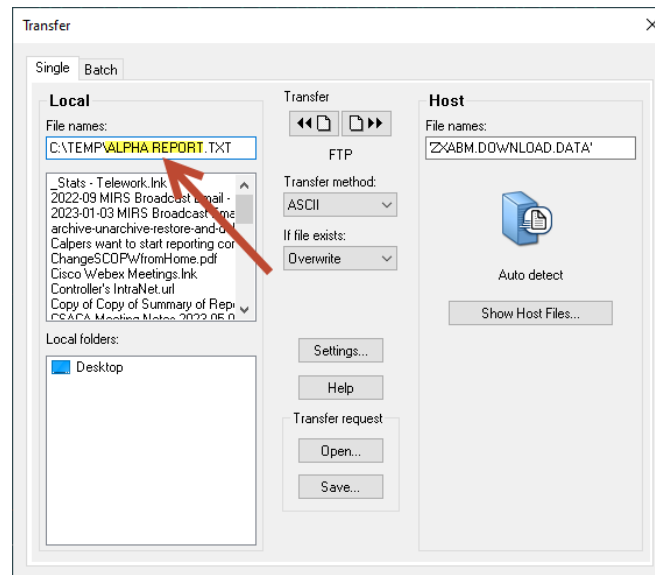


11. For Local File Name, change the report name to the title related to your report.

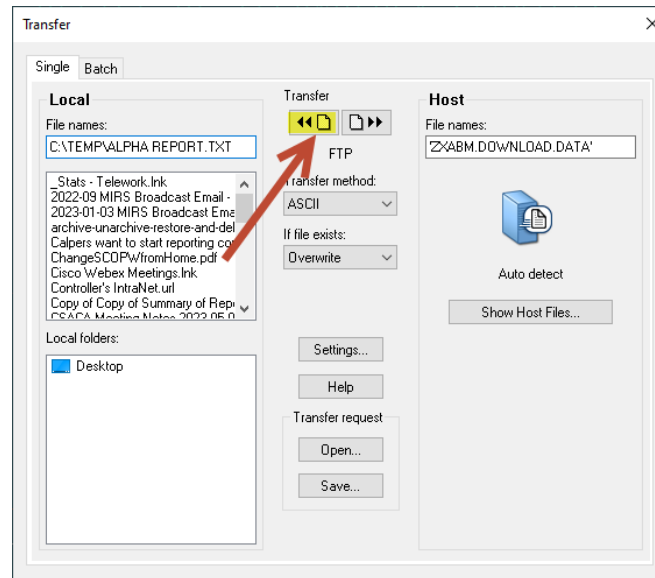
a. Example:

change C:\TEMP\REPORTNAME.TXT

to C:\TEMP\ALPHA REPORT.TXT



12. Click on the left arrow to begin the transfer.



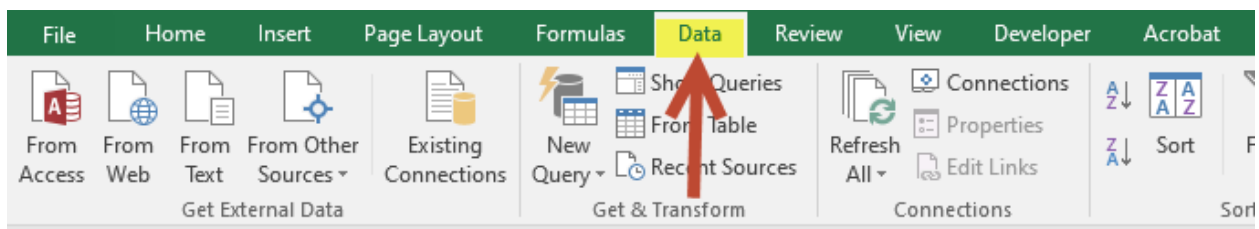
13. You may need to enter your password up to two times.

14. You can check the folder the report was downloaded to, to see that it was downloaded, but do not open it from there. Go to the next section: Formatting the Report.

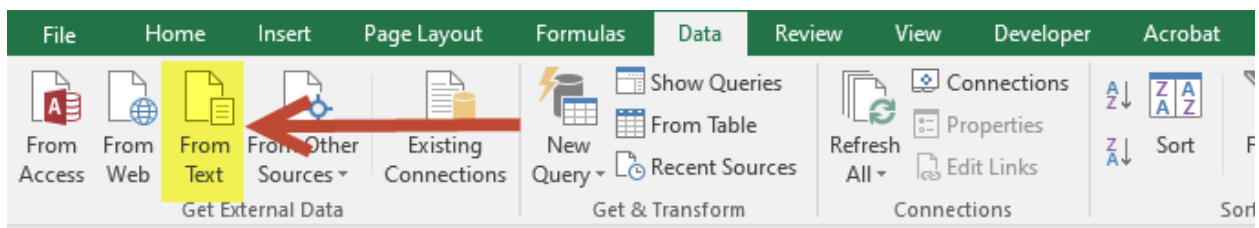
Formatting the Report

This section is for formatting the report in Microsoft Excel after it has been downloaded. Instructions for formatting reports in other programs is not provided.

1. Open Excel.
2. Click on the Data tab.



3. Click on From Text.



4. Locate and select the file that was downloaded. Select Import.

5. The Text Import Wizard will automatically pop up. If it does not, please see the Troubleshooting Steps at the end of these instructions.
6. Select Delimited and 437: OEM United States for the File Origin. Click Next.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437: OEM United States

☐ My data has headers.

Preview of file C:\temp\alphatest3.txt.

1	HAGENCY_CD	HUNIT	HCLTTL
2	316001	ASO	GOVRL PROG ANL
3	316001	EXEC	DIR
4	316001	STAFF	SER AN
5	316001	STAFF	SVS MANGER I

Cancel < Back **Next >** Finish

7. Select Tab. Click Next.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ **Tab**

☐ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

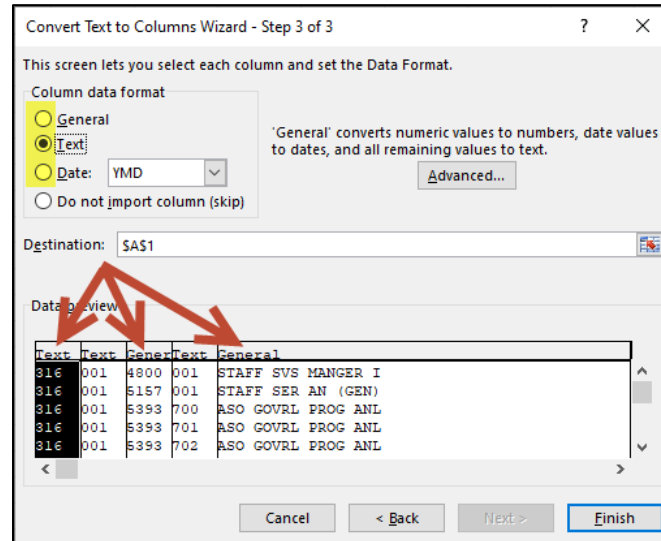
Text qualifier: "

Data preview

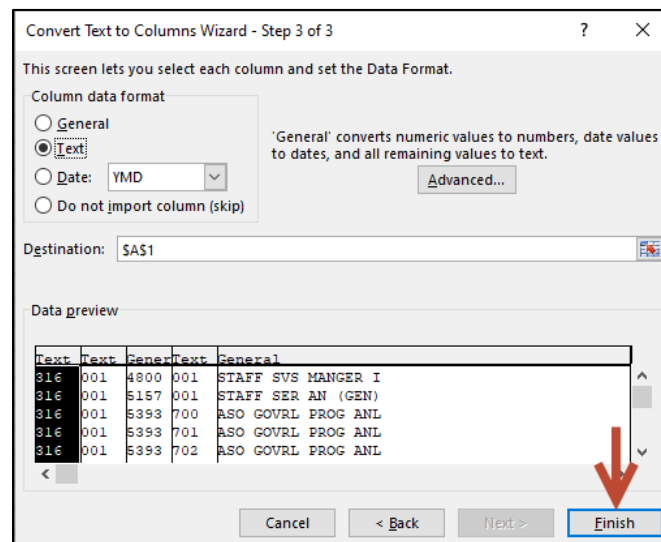
HAGENCY_CD	HUNIT	HCLTTL
316	001	ASO GOVRL PROG ANL
316	001	EXEC DIR
316	001	STAFF SER AN
316	001	STAFF SVS MANGER I

Cancel < Back **Next >** Finish

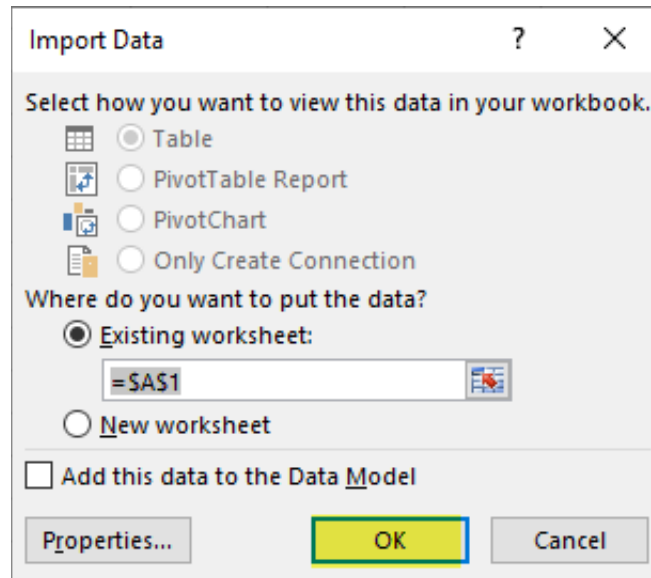
8. Click on the heading of each column and select the format. Format options:
- i. General: Excel will change the format according to the general format settings (e.g. zeros to the left will disappear, 1.00 will change to 1, etc.).
 - ii. Text: Letters and numbers will stay the same (e.g. 001 will remain as 001).
 - iii. Date: To retain YYMD formats from MIRS, select the Date format and choose YMD from the drop down list. Use the General or Text format for YYM formats from MIRS.



b. Click Finish.



9. Select Existing worksheet or New worksheet and click OK.

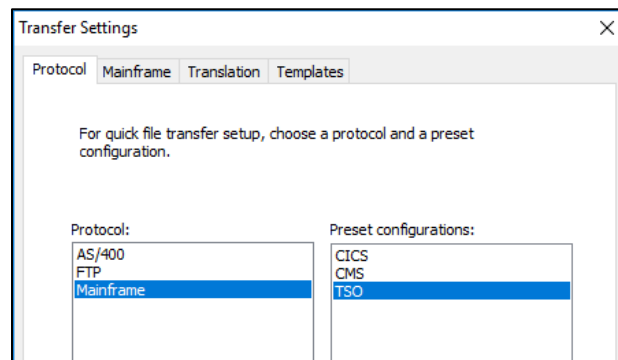


10. Go to File and Save.

Troubleshooting Steps

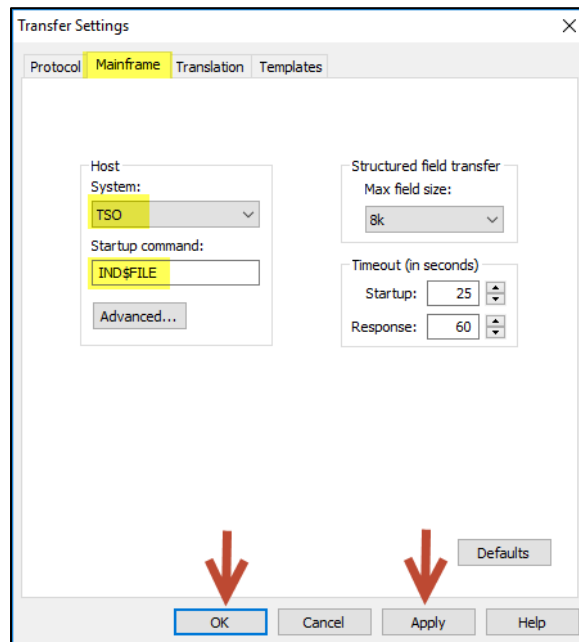
If you receive error messages when downloading, or the data doesn't look right, try these troubleshooting steps. If the issue is not resolved, please contact the MIRS Help Desk at ppsdMIRS@sco.ca.gov.

1. 530 PASS COMMAND FAILED
 - a. Open your Settings from the File Transfer window box.
 - b. Under Protocol:
 - i. Select Mainframe for Protocol.
 - ii. Select TSO for Preset Configurations.



- c. Click on the Mainframe tab.


- i. Make sure everything looks the same as below.
- ii. Select Apply, then select OK and try downloading again.



2. Typos

- a. Sometimes Local File Names and Host File Names are entered incorrectly. Change your entries to all capitalization to help identify any typos.

3. File Path cannot be found

- a. Open your File Explorer , and go to the folder you are trying to save to. Confirm the file exists. If it does not, change the Local File Name or create the folder.
- b. Confirm with your IT that you have access to the folder and that there are no firewalls preventing the download.

4. Missing or incorrect TSO data set name

- a. Make sure there are no typos in the Host File Name.

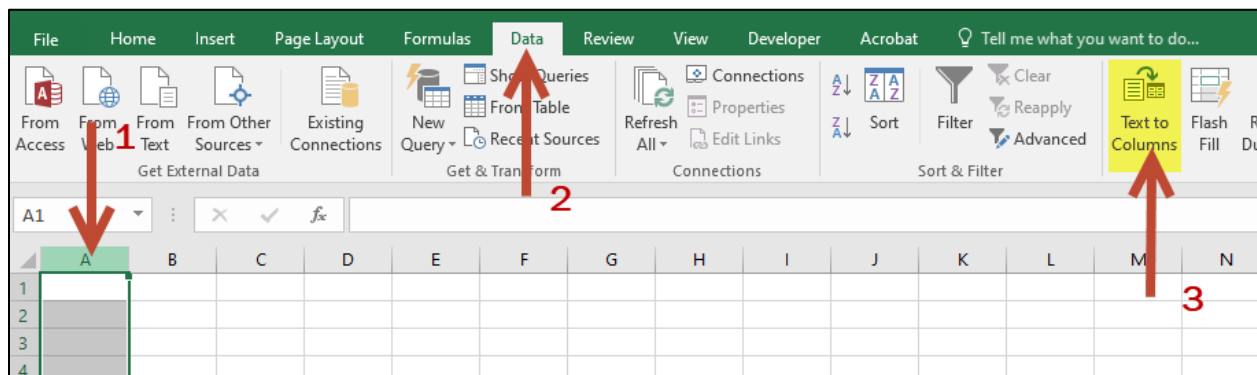
5. The Text Import Wizard did not automatically pop up in Excel

- a. This may be caused by Power Query (Queries & Connections) installed on your Excel program. To resolve:
 - i. Option 1: Contact your IT staff to remove Power Query from Excel
 - ii. Option 2: In MIRS, in the procedure, replace the ON TABLE HOLD AS DOWNLOAD FORMAT TABT command with the –INCLUDE DOWNLOTS

command. When you transfer, change the format for the Local File name from .TXT to .XLS.

iii. Option 3: Load the data from Power Query to Excel and open the Import Wizard manually (formatting options may be limited with this option):

1. Select the column you need to format
2. Click on the Data Tab
3. Click Text to Columns
4. Repeat for each column you need to format



6. Data output is scrambled or has odd text.

- a. Make sure the File Origin is set to 437: OEM United States.

