# 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.

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# **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.

🐵   🗅 🔯 🚔	🚽 📝 🍷					
File Ses	sion Appearance Tools					
Connect	🖋 Cut 🛛 👻 🖤 Undo	FTP Client		Recent Typing 🔹		🕞 Back 🎯 Forward
🗱 Disconnect	Copy 🔹 📕 Select All	聲 File Transfer	Office Tools	Scratch Pad 🔹	Screen History	Live Screen
Quick Keys 🔻	🖻 Paste 💌			Check Screen 💌		🔯 Manual Capture
Host 🗔	Clipboard 🕞	Transfer 🗔	Producti	ivity 🕞	Scre	en History
Session	A-Secure.rd3x					
F1	=Help F	=2=Cre	ate	F3=E	xit	F4=Se

- 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.

Transfer			$\times$
Transfer Single Batch Local File names: CXTEMP/REPORTNAME_TXT Stats - Telework.Ink 2022-09 MIRS Broadcast Ema- achive-unarchive-restore-and-del Calpers want to stat reporting cor ChangeSCOP-WiromHome.pdf Cisco Webex Meetings.Ink Controller's IntraNet.ul Copy of Copy of Summary of Rep. // CARCA Meeting Mateo 3022 BE D	Transfer FTP Transfer method: ASCII ~ If file exists: Overwrite ~ Settings	Host File names: Auto detect Show Host Files	×
	Help Transfer request Open Save		

- 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 **I** 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'

Local	Transfer	Host
File names: C:\TEMP\REPORTNAME.TXT	<b>← □ →</b> FTP	File names:
_Stats - Telework.Ink 2022-09 MIRS Broadcast Email - 2023-01-03 MIRS Broadcast Ema archive-restore-and-del Calpers want to start reporting cor ChangeSCDPW/fromHome.pdf Cisco Webex Meetings.Ink Controller's IntraNet.ut	Transfer method: ASCII ~ If file exists: Overwrite ~	Auto detect
Copy of Copy of Summary of Rep CSACA Mosting Notes 2022 05.0		Show Host Files
Local folders:	Settings Help Transfer request Open Save	

5. Select ASCII for the Transfer Method.

Local	Transfer	Host
File names:	<b>44</b> □ □ <b>&gt;&gt;</b>	File names:
C:\TEMP\REPORTNAME.TXT	FTP	ZXABM.DOWNLOAD.DATA
_Stats - Telework.Ink 2022-09 MIRS Broadcast Email - 2023-01-03 MIRS Broadcast Email archive-unarchive-restore-and-del Calpers want to start reporting cor ChangesCOPWfromHome.pdf Cisco Webex Meetings.Ink Controller's IntraNet uit	Transfer method: ASCII	Auto detect
Copy of Copy of Summary of Reput		Show Host Files
Local folders:	Settings Help	
	Transfer request	
	Open	
	Save	

6. Select Overwrite for the If File Exists.

Transfer		:	×
Single Batch			
Local File names: C:\TEMP\REPORTNAME.TXT Stats - Telework.Ink 2022-09 MIRS Broadcast Email- 2023-01-03 MIRS Broadcast Email- 2023-01-03 MIRS Broadcast Email- 2023-01-03 MIRS Broadcast Email- 2020-09 MIRS Broadcast Email- ChangeSCOPW/fromHome.pdf Cisco Webex Meetings.Ink Controller's IntraNet.ull COPy of Copy of Summary of Rep CCACA Meating Michae 3022.0E n Local folders: Desktop	Transfer FTP Transfer method: ASCII ~ If file exists: Overwrite ~ Settings Help Transfer request Open Save	Host Fie names: ZXABM.DDWNLDAD.DATA Auto detect Show Host Files	

7. Click on Settings.

Transfer		×
Single Batch		
Local File names: C:\TEMP\REPORTNAME.TXT Stats - Telework.Ink 2022-09 MIRS Broadcast Email - 2023-01-03 MIRS Broadcast Emei archive-extore-and-del Calpers want to stat reporting cor ChangeSCOPWfromHome pdf Cisco Webex Meetings.Ink Controller's IntraNet uit Copy of Copy of Summary of Rep- CCACA Meetings Inten C022 05 N	Transfer FTP Transfer method: ASCII ~ If file exists: Overwrite ~	Host File names: ZXABM.DOW/NLOAD.DATA1 Auto detect Show Host Files
Desktop	Settings Help rransfer request Open Save	

- 8. Under the Protocol tab:
  - a. Select FTP for Protocol
  - b. Auto Detect for Preset Configurations
  - c. Click Apply.

Transfer Se	ttings		×
Protocol	FTP		
Fo	r quick file transfer setup, choose	a protocol and a preset	
	nfiguration.	a protocor and a preset	
	tocol:	Preset configurations:	
AS	/400	Auto detect IBM AS/400	
	inframe	IBM AS/400 (Format 0)	
		IBM MVS	
		IBM VM MVS/UNIX System Services	
		Prosportzy System Services	
		V	
	OK	Cancel Apply Help	
		пер	

- 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...

Transfer Settings		×
Protocol FTP		
Host name or IP address:	MVSSY3.TEALE.CA.GOV	
	Anonymous Save password	_
User name:	Enter Your User ID Here	
Password:		
	<b>V</b>	
	Advanced	
	Defaults	
OK	K Cancel Apply He	elp

- 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.

TP Properties					?	×
General Conn	ection	Directories	Transfer	Translation		
	FTP					
FTP address	MVS	SY3.TEALE.	CA.GOV			
Server type:	Auto	detect		$\sim$		
Log on as						
	US	User nam				
User		Enter Yo	ur User ID I	Here		
		Save	password a	s obfuscated t	ext	
		Password	:			
This site is con SSL/TLS. To button.					Security	
		_			١	k
			ОК	Cancel	A	oply

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

FTP Prope	rties				?	Х
General	Connection	Directories	Transfer	Translation		
<mark>∕ U</mark> s □ Se	ection options se passive mod end keep alive eep alive com	every 300 mand: NO0		seconds		
Accou		3				
Conn Sessi						
	/6: When Av al umask:	ailable	~			
			OK	Cancel	Ap	ply

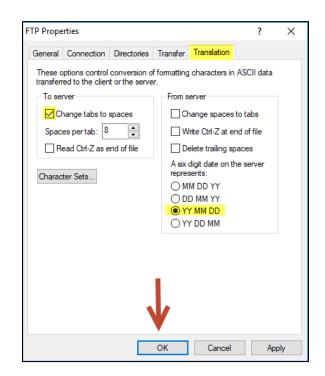
- 4. Click on the Directories tab.
  - a. Make sure everything looks the same as below.
  - b. Ensure the Local Home Folder location is the same as the Local File name you originally entered.

FTP Properties	?	×
General Connection Directories Transfer Translation		
Server Home directory:	Use Curren	t
Show directory upon connection Refresh directory automatically Try to convert dates to local system format		
Resolve links     Cache directory listing     Display file names only		
Don't send PWD command		
File view filter:		
LIST command parameter(s):		
Show attributes before creating directory		
Local Home folder: C:\TEMP	Browse	
OK Cancel	Арр	y .

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

	rties				?	Х
General	Connection	Directories	Transfer	Translation		
Pro	oad from serve eserve server eate Windows y to resume pa iow download	file date file names ir rtial binary d	ownloads			
Re Pre	d to server opt emove file nam epend these c erver file name	e extension haracters to		e: racters		
	ase of long file ase of 8.3 file r		Preserve Lower	\ \	/ /	
Co	mpute space	on MVS				
	end SITE comm					

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



7. Click Apply, then OK.

Transfer Settings			Х
Protocol FTP			
Host name or IP address:	MVSSY3.TEALE.CA.G	ov	
	Anonymous	Save password	
User name:	Enter Your User ID He	ere	
Password:			
		Advanced	
L J	,	Defaults	
ОК	Cancel	Apply Help	

- 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.

Local	Transfer	Host
Tile names: C:\TEMP\REPORTNAME.TXT	FIP	File names:
Stats - Telework Ink 2022-09 MIRS Broadcast Emai - 2022-01-03 MIRS Broadcast Emai - archive-unarchive-restore-and-del Calpers want to start reporting cor ChangeSCDP/WiromHome.pdf Cisco Webex Meetings. Ink Controller's IntraNet. ul Conyo of Copy of Summary of Rep. C&ACA Meeting Meta-0025 B	Transfer method: ASCII ~ If file exists: Overwrite ~	Auto detect Show Host Files
_ocal folders:	Settings Help Transfer request Open 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 setttings. 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 ouput 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 <u>MIRS</u> <u>References (ca.gov)</u> 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.

9

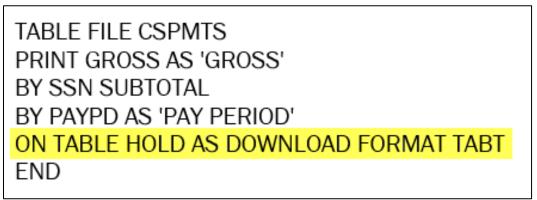
2. From your personal or departmental library, type the letter "E" for edit next to the

procedure, and press Enter.

F1=Help	F2=Crea	te F3=Exit F4=Search F6=Options F7=Up F8=Down F9=Refresh
P	E R S O N /	AL FOCEXEC PROCESSING PANEL
Cmd	: B Brow	se C Copy D Delete E Edit
	P Prin	t R Rename S Submit (batch) X EXec (online)
Cmd	Name	Description of Process
		OSHP FOR KASPAR
_	ΟΤΑ	OT EXCLUDING CODE PAYSUF 'S' CORRECT HOURS EXCLUD
_		HRS WORKED FOR INT
_		OVERTIME PAID
_	OUTOFSER	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
_		

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

command.



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

- 4. Press F3 to save and exit the procedure.
- 5. Execute the procedure (type the letter "X" next to the procedure OR invoke the FOCUS environment).
  - a. HOLDING TABT FILE... will appear as one of the last messages on the screen. This

indicates that the report is ready for downloading.

- b. The report output will not appear on the screen.
- 6. Press Enter to exit back to your library (type FIN and press Enter if you are in FOCUS).
- 7. Press F6 for the MIRS menu.
- 8. Type the number 8 for Download Data and press Enter.

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

<u>M</u> enu <u>L</u> ist Mode <u>F</u> unctions <u>U</u> tilities <u>H</u> elp
ISPF Command Shell
ISPF Command ===>
Enter TSO or Workstation commands below:
===>
Place cursor on choice and press enter to Retrieve command
=> IND\$FILE GET 'pdaxh.download.data' ASCII CRLF
=>
=>
=>
=>
=>
=>
=>
=>
T <b>⊥</b> ∎ » 0 8,7 A

#### 10. Select File Transfer.

🐵   🗅 🔯 🛃 🚔 📝 -	Reflection Workspace - [SessionA-Secure.rd3x]	– ø ×
File Session Appearance Tools		Search 🔎 👻 🚱 Help 🔹
Connect		
Host 🖙 Clipboard 🕞 Transfer	Productivity 🕼 Screen History 🕼 Macros	
SessionA-Secure.rd3x		4 ▷ ×
<u>M</u> enu <u>L</u> ist M <u>o</u> de	<u>Eunctions U</u> tilities <u>H</u> elp	
	ISPF Command Shell	
ISPF Command ===>		
Enter TSO or Workst	tation commands below:	
===>		

- 11. For Local File Name, change the report name to the title related to your report.
  - a. Example:

change C:\TEMP\<u>REPORTNAME</u>.TXT

#### to C:\TEMP\<u>ALPHA REPORT</u>.TXT

ngle Batch		
Local File names: C.\TEMP\ALPHA REPORT.TXT 	Transfer	Host File names: ZXABM.DOWNLOAD.DATA' Auto detect Show Host Files
Local folders:	Settings Help Transfer request Open Save	

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 <u>not</u> 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.

File	Hon	ne	Insert	Page Layout	Formulas	Data	Revie	ew Vi	ew Develope	er	Acroba	t
From Access	From F Web	From Text	From Othe Sources +	Existing Connections		Fror Table			Connections Properties	2↓ ∡↓	Z A A Z Sort	F
	(	Get Ex	ternal Data		Get &	Transform		Co	onnections			Sorl

3. Click on From Text.

File	н	ome	Insert	Page Layout	Formulas	Data	Review	w Vi	ew Develo	per	Acrobat	t
From Access	From Web	From Text	From Other Sources *	Existing Connections		Show Que From Table Recent Sou	2	-	Connection Properties	IS A↓ Z↓	Z A A Z Sort	F
		Get Ex	ternal Data		Get &	Fransform		Co	onnections			Sorl

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 Traoubleshooting Steps at the end of these instrucitons.
- 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:		
Start import at <u>r</u> ow: 1 🔷 File <u>o</u> rigin: 437 : OEM United States		~
☐ <u>M</u> y data has headers.		
Preview of file C:\temp\alphatest3.bxt.		
1 HAGENCY_CDHUNITHCLTTL 2 316001ASO GOURL PROG ANL 3 316001EXEC DIR 4 316001STAFF SER AN 5 316001STAFF SVS MANGER I		<b>^</b>
<     Cancel < Back: Next >	<u>F</u> in	> ish

7. Select Tab. Click Next.

Text Import Wiz	ard - St	ep 2 of 3	?	×
This screen lets y preview below.	/ou set t	he delimiters your data contains. You can see how your text is affec	ted in the	
Delimiters <u>Jab</u> Se <u>m</u> icolon <u>C</u> omma <u>S</u> pace <u>O</u> ther: Data <u>p</u> review	Ţ	☐ Treat consecutive delimiters as one ext gualifier:		
HAGENCY_CD 316 316 316 316 316	HUNIT 001 001 001 001	HCLTTL ASO GOVRL PROG ANL EXEC DIR STAFF SER AN STAFF SVS MANGER I		
		Cancel < <u>B</u> ack <u>Next</u> >	<u> </u>	ish

- 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.

Convert Text to Columns Wizard -	itep 3 of 3 ?	×
This screen lets you select each colu Column data format General Date: YMD Do not import column (skip)	nn and set the Data Format. 'General' converts numeric values to numbers, da to dates, and all remaining values to text. Advanced	ite values
Destination: SAS1		
316 001 5157 001 STAFE 316 001 5393 700 ASO G 316 001 5393 701 ASO G	Al SVS MANGER I SER AN (CEN) DVRL PROG ANL DVRL PROG ANL DVRL PROG ANL	^ ~ ~
	Cancel < <u>B</u> ack Next >	Einish

b. Click Finish.

Convert Text to Columns Wizard - Step 3 of 3 ?								×	
This screen le Column dat <u>G</u> eneral <u>Text</u> <u>D</u> ate: Do not j	a format YMD		~	'General'	t the Data Fo converts nu and all rema	meric va aining v		, date '	values
D <u>e</u> stination:	\$A\$1								1
Data <u>p</u> reviev	v								
Text Text	Gener	Text	Gene	ral					
316 001	4800	001	STAF	F SVS MAN	GER I				^
316 001	5157	001	STAF	F SER AN	(GEN)				
316 001	5393	700	ASO (	GOVRL PRO	G ANL				
316 001	5393	701	ASO (	GOVRL PRO	G ANL				
316 001	5393	702	ASO (	GOVRL PRO	G ANL				$\sim$
<									
				Cancel	< <u>B</u> ac	k		<u>F</u> ini	sh

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

Import Data	?	×
Select how you want to view this data in y <ul> <li>Table</li> <li>PivotTable Report</li> <li>PivotChart</li> </ul>	our w	orkbook.
<ul> <li>PivotChart</li> <li>Only Create Connection</li> <li>Where do you want to put the data?</li> <li>Existing worksheet:</li> </ul>	_	
SAS1  New worksheet  Add this data to the Data Model	•	
P <u>r</u> operties OK	C	ancel

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.

Transfer Se	ettings				Х
Protocol	Mainframe	Translation	Templat	es	
	or quick file tra onfiguration.	ansfer setup,	choose a	protocol and a preset	
Pro	tocol:			Preset configurations:	
AS	5/400 P			CICS	
	ainframe			TSO	

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.

Transfer Se	ettings			>	×
Protocol	Mainframe	Translation	Templates		
Protocol	Host System: TSO Startup comm IND\$FILE Advanced	nand:		Structured field transfer Max field size: Bk Timeout (in seconds) Startup: 25 ÷ Response: 60 ÷	
		ОК	Cano	el Apply Help	

- 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
  - 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 ImportWizard 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

File	Home	Insert	Page Layout	Formulas	Data R	Review	View	Developer	Acrobat	Q.	Tell me what you	u want to de	D
From	From From		_		Shor Queries Fron Table Recent Source	Pofr	B E Prop		Ž↓ ZAZ Z↓ Sort	Filter	Clear	Text to	Flash R
Access	Get E	Sources + ternal Data	Connections f <sub>x</sub>		Tran <sup>F</sup> orm	All	Connectio			Sort & Fil		Columns	Fill Du
	АВ	С	D	E	F	G	н	I.	J	к	L	м	N
1	Ī												3
3													

- 6. Data output is scrambled or has odd text.
  - a. Make sure the File Origin is set to 437: OEM United States.

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:		
Start import at row: 1 🚔 File origin: 437 : OEM United States		~
☐ <u>M</u> y data has headers.		
Preview of file C:\temp\AGY_CODES (2).xls.		
1 8160014800001STAFF SVS MANGER I 2 8160015157001STAFF SER AN (GEN) 3 8160015353700ASO GOVRL PROG ANL 4 8160015333701ASO GOVRL PROG ANL 5 8160015393702ASO GOVRL PROG ANL <	>	<b>^</b>
Cancel < Back <u>N</u> ext >	<u>F</u> inis	h