UCOP HOD Windows User Guide

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UCOP’s default TN3270 Session Box

Once UCOP’s TN3270 Session Box is launched, you will see predefined sessions for several UC campuses. The icons/sessions of relevance to the UCSB campus are:
1. UCSB COMPLETE (which is used for our Com-Plete service)
2. uccmvsb(SSL) (which is used for our PPS service)
3. 3270 Display (this is a template that can be used to configure additional sessions)
Launching a Session

To launch a HOD session:

- Left-Double click an icon in the Configured Sessions window

  OR

- Right-click an icon in the Configured Sessions window and select “Start Session”.
Closing a Session

To close a HOD session:

- Logoff of Com-Plete (or exit PPS).
- Close the session window by click on the “X” in the upper right hand corner:

Clicking on the “X” without a logoff of Com-Plete (or an exit from PPS) may leave your userid in an active state.

Creating Additional Sessions

To create additional sessions that you can configure:

- Right-click the “3270 Display Template” icon in the “Configured Sessions” window.
- Right-click on the new icon and select “Properties”. This screen will appear:
- Make any changes you desire; then click “OK” to save your new session. Once you have saved your new session, it will appear under your list of Configured Sessions.

- A couple of examples are provided below. Additional help is available by clicking on the “Help” button.

Example 1, create a new **Com-Plete** session.

Connection:
- Session Name [name your session, such as My Com-Plete];
- Destination Address [ccnh.ucsb.edu];
- Destination Port [992];
- Protocol [Telnet – SSL only];
- TN3270E [Yes];
- Screen Size [select a screen size, such as 24x80].

Screen:
- Alternate Terminal [disabled];
- Cursor Style [Block];
- Light Pen Mode [No].

Example 2, create a new **UCOP PPS** session.

Connection:
- Session Name [name your session, such as My PPS];
- Destination Address [uccmvsb.ucop.edu];
- Destination Port [992];
- Protocol [Telnet – SSL only];
- TN3270E [Yes];
- Screen Size [select a screen size, such as 24x80].

Screen:
- Alternate Terminal [disabled];
- Cursor Style [Block];
- Light Pen Mode [No].

**Customizing a Session**

There are a number of ways that you can customize your HOD session to suit your personal preferences.

**Renaming a session icon.** To rename a session (which should be of interest to our PPS customers) follow the below steps. You can rename any session you wish.

The default session name for PPS is uccmvsb(SSL). If you wish to change the name:
Right click the icon labeled as uccmvsb(SSL); select Properties …

The box for uccmvsb(SSL) is displayed. Type in a new Session Name Where provided, such as PPS; click OK to save the change.

If you get a message about “configuration exception” (which in most cases will not apply to you), you will need to click OK twice.

Color. To change your session from the default screen colors, select “Edit, Preferences, Color”. The following screen will appear.
You may find changing colors is easier if you:

1. First click on the screen area that you wish to change (such as the screen background, for example);
2. Then select the color by using either the pull-down menu or use the color customizer buttons;
3. Be sure that you click the “Ok” button to save your color changes (If you don’t like the colors you selected, just click on “Reset All” to revert to the default colors). For detailed information on color, press the “Help” button.

**Blinking cursor.** To enable a blinking cursor, select “Edit, Preferences, Display”.

A blinking cursor (either block or underline), can make it easier for you to locate where you are on a Com-Plete or PPS screen.

Check the box for “Allow blinking cursor”, (as displayed below) and click the “OK” button to save your changes. You can click the “Help” button on the dialog box for further information.
Reassigning keys. Select “Edit, Preferences, Keyboard” to reassign a key to a function you desire.

Why might you want to reassign a key? There are several reasons why you may wish to do so, especially if you use Com-Plete or PPS extensively.

You might assign a key for a TN3270 Host Function (such as assigning PA1 in Com-Plete which will force a “suspended session”, which can serve as a useful toggle switch between applications, such as STAR01 and Com-Pass. Or you could assign a key for alternating between a block or underline cursor).

If you use Macros, you could assign a key to quickly launch that macro (for example, you could have a “*LOGOFF” macro, to quickly logoff of Com-Plete).

For additional help, click on the “Help” button or contact IS&C.
Print Screen Set Up

To set up your session for doing Print Screens:

Double click on an icon (like UCSB COMPLETE). Select File, print screen from the session window.

When the Print box appears, you can select a printer from the pull down list by Name. Then click OK to save your changes.
Change Existing Printer

From a session window, such as COMPLETE or PPS, select File, Printer Setup.

You may wish to have your IT support staff perform these steps, if you are unsure as to what kind of printer you have.
In the Print to field, choose class of printer option desired (such as Windows Printer or Other).

   If you select Other, you will then need to "Select Printer".

   In Print Setup, choose the Name of an existing printer; click OK.

**New Printer Setup**

   Click on the Com-Plete or PPS icon. Once the session window has opened:

   File, Printer Setup

   HOD may need to download and install some files. If so:
       Respond Yes
       HOD does an install
       You may have to restart HOD

   Click on the Com-Plete or PPS icon. Once the session window has opened:
       File, Printer Setup

   In Print to, choose class of printer option desired (such as Windows Printer or Other).

       If you select Other, you will then need to "Select Printer".

       Enter the printer name and press OK.
Deleting a Session

To delete a session, right click an icon in the “Configured Sessions” window and select “Delete”. You will need to confirm that you want to delete the session. If you press “Yes” the session will normally be deleted. However, certain sessions cannot be deleted (such as the 3270 Display Template). If you see the below message, you will not be able to delete the session.

Macros
A macro is a sequence of commands that performs actions that you have defined. In short, you record your keystrokes, save them, and then play the macro whenever you need to perform the same task. You may find Macros especially useful for repetitive tasks.

To view the Macro Manager, select “View, Macro Manager” on your session window.

The on-line help under “Macro Manager, using the” is a useful general guide on how to build and run macros (select “Help, Contents, Index, M, Macro Manager, using the”).

**Session Window “Freezes”, Angry Red Man**

There are several ways to “unfreeze” a session window:

- Press the “Control” [Ctrl] key on your keyboard.
- If the Keypad is visible, click on “Attention” [Attn], or on “Reset”.

**User Profiles**

Under Windows, user profiles are stored in “Documents and Settings\username”.

**Creating a Desktop Shortcut**

UCOP’s HOD automatically creates a Desktop Shortcut for you.

Should the Shortcut be removed accidently, the pathway to create a new one is:

```
“C:\Documents and Settings\username\Application Data\Sun\Java\Deployment\cache\javaws\http\D128.48.96.199\P80\DMhod\AMmainframewebstart.jnlp"
```

Another way would be to do a search for AMmainframewebstart.jnlp