MULTI-HOST INTERNET ACCESS PORTAL (MIAP) USERS MANUAL

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1. References

1.1 **DoD Instruction 8551.1**, "Ports, Protocols, and Services Management (PPSM)," 08/13/2004
1.2 **DoD Guidance And Policy Memorandum**, Subject: "Department of Defense Interim NIPRNET Ports & Protocols Technical Guidance," January 2002
1.3 **WARNORD 06-01**, Global Defense Warning Order

2. Purpose

The purpose of this document is to provide instructions on using the Multi-Host Internet Access Portal (MIAP) to interface with DISA systems via the Internet. This document is a training tool and reference guide for all users who access DISA systems via the Internet.

3. Background

During the Certification and Accreditation (C&A) process for the Requirements Management System (RMS), security violations for users accessing DISA systems across the Internet were discovered. This situation creates a severe security risk that affects customer managed data systems and prevents security accreditation of DISA systems. MIAP is a technical solution developed to insure secure access for all users connecting to DISA systems. The MIAP solution utilizes MicroFocus Reflections for the Web software to provide secure web-to-host access to local and remote users from a web browser, thereby protecting applications from unauthorized access.

In addition to addressing the security risks described above, the implementation of MIAP supports compliance with DoDI 8551.1 (See Ref. 1.1) released 13 August 2004. The stated intent of this directive is to establish a Department-wide Ports, Protocols and Services (PPS) management process which will, in part, identify and discourage the use of high risk (Red) PPS that lack adequate security countermeasures. The current process for Internet access to applications routinely requires the use of Port 23, which has been identified as a Red protocol in the DoD NIPRNET PPS Technical Guidance dated 22 November 2002 (See Ref. 1.2) and targeted for inbound and outbound filtering at DoD Internet access points in the Global Network Defense Warning Order WARNORD 06-01 (See Ref. 1.3).

4. Document Scope

This document provides user instruction for all users who access applications via the Internet utilizing MIAP. In addition, the document provides instruction on set-up activities including establishing a user account, system requirements, and the problem resolution process.

5. Version Control

Version	Description	Date
0.1	Working Draft	03 Jan 2003
0.2	First Draft Release	09 Jan 2003
1.0	First Release – Pilot Project	10 Jan 2003
2.0	Second Release – Production Prototype	06 Jun 2003
3.0	Third Release – Production Version	30 Nov 2004
4.0	Fourth Release – Production Version	3 March 2005
4.1	Fourth Release - Modified	10 May 2005
4.2	Fourth Release - Modified	18 May 2005
4.3	Fourth Release - Modified	10 June 2005
5	Fifth Release – Modified	29 Nov 2005
5.1	Fifth Release – Modified	June 14, 2006
5.2	Fifth Release – Modified	July 21, 2006
6	Sixth Release	10 August 2006
7	Seventh Release	20 September 2007
8	Eighth Release	15 July 2008
8.1	Eighth Release - Modified	24 July 2008
8.2	Eighth Release - Modified	13 August 2008
8.3	Eighth Release - Modified	05 September 2008
8.4	Eighth Release - Modified	3 April 2009
10.1 v1	Version Number Modified to Rweb Version	18 May 2009
10.1 v2	Modified for Rweb Version 10.1.532	28 July 2009
10.1.v5	Service Desk Numbers updated	1 May 2014
10.1.v6	CAC Instructions Modified	23 August 2014
12.0.v1	Modified for RWEB Version 12.0.548	27 February 2015
12.1.v1	Modified for RWEB Version 12.1.329	12 February 2016

Table 1: User Guide Version Table

6. MIAP Set-up Activities

6.1 Create MIAP Account

Individual MIAP user profiles must be established to allow connectivity to the DISA environment. The configuration of the profiles will be the responsibility of:

1. Customer with a CAC/PIV card
2. Customers without a CAC/PIV card.

6.1.1 Customers with a CAC/PIV Card

CAC/PIV Customers: If you possess a valid DoD CAC or VA PIV you can create your MIAP account by following the link on the MIAP web page labeled "Create New Account". Under "I have a Common Access Card (CAC)", select the image/link for the type of government issued card you possess: CAC - Common Access Card or PIV - Personal Identification Verification card. Complete the required information. The information will be evaluated and, if format is correct, you will receive a message stating your MIAP account has been created. Once your MIAP account is created, go to the MIAP home page and press "Login" on the MIAP portal page.

6.1.2 Customers without a CAC/PIV Card

Non CAC/PIV Customers: Please follow the link on the MIAP portal page labeled "Create New Account". Select the link: "I DO not have a CAC/PIV". Follow the steps outlined for completing the MIAP DD2875. Once your DD2875 has been processed, you will receive your MIAP User ID and link to set your password.

6.1.3 Account Inactivity

If MIAP account is inactive for 30 days or more, it will be disabled and you will have to call the Service Desk and open a ticket to have MIAP access verified prior to account being re-enabled. If the MIAP account is inactive for more than 45 days, it will be deleted, which will require you to initiate a new SAAR 2875 requesting access to MIAP as a new user if you do not have a CAC/PIV card. CAC/PIV card holders can recreate their own new MIAP account, following instructions located on the MIAP Web page labeled ‘Create New Account’. Select the appropriate tab for the type of government issued smart card that you possess.

6.2 System Requirements

MIAP (Reflection for the Web 2014 R2): Oracle JRE 7 or higher is recommended, although Reflection for the Web 2014 R2 was tested with Oracle JRE 6 update 45.

Reflection for the Web should be fully functional on browsers with specified operating systems and Java virtual machines shown in the table below. This table lists the minimum browser and JVM requirements for the product.

Browser and Vendor	Operating System	Minimum Java Version
Microsoft Internet Explorer 8.0 or Higher***	Windows*	Java 6 (Update 45)
Microsoft Internet Explorer 6.0|7.0	Windows*	Java 6 (Update 45)
Mozilla Firefox – current version	Windows*, Linux, UNIX	Java 6 (Update 45)
Java Web Start 1.5 or higher	Windows*, Linux, UNIX	Java 6 (Update 45)
Google Chrome 5.0 or higher	Windows*	Java 6 (Update 45)

***Older versions of Java may cause crashes and hangs when viewing Reflection for the Web 2014 sessions, as a result of architectural changes from Internet Explorer 7 to 8. To resolve this issue, install Java 7 or higher.

Table 2: System Requirements

6.3 Terminal and Printer Information

Terminal and printer information must be provided to DISA in order to verify the terminal types and network addressable print requirements for each user.

6.3.1 Terminal Model Numbers: Four terminal models accommodate the use of SNA3270 for mainframe emulation. The model number determines the number of character columns and rows displayed on the screen as follows (X x Y = Rows x Columns):

Model 2	**24X80**
Model 3	**32X80**
Model 4	**43X80**
Model 5	**27X132**

Table 3: Terminal Models & Dimensions

NOTE: Only Model 2 and Model 5 terminal models will be configured when sessions are being created, because they are the most commonly used. Users that need Model 3 and Model 4 terminal emulation will be able to create a session for those models. (See section 7.7)

6.3.2 Printers: Individual user profiles must be configured to recognize Network IP addressable printers (using TN3270E emulation). Specific information required for the profile includes the following:

- IP Address of your default printer as defined in the host TCP/IP Stack
- Defined printer LU name

VTAM Configured printers that receive print directly from CICS, EPS, or VPS are not supported. This type of print does not go though MIAP.

6.4 Current MIAP Information

When needing current information, i.e. MIAP User Guide, SAAR forms and instructions, you can access https://miap.csd.disa.mil website and retrieve it. We will update this website with the current information as we receive it.

7. Accessing Applications via MIAP

The following section describes the steps necessary to successfully access applications using the MIAP solution. Any variations and/or problems relating to accessing MIAP using this process should be reported to the DISA Service Desks at:

Toll Free: 1-844-347-2457 (1-844-DISA HLP)
DSN: 850-0032.
Press 1 for Applications, Press 4 for the Mechanicsburg menu and then 6 for MIAP.

The screen prints included in this section are only a **representation** of the screens that will be presented to the user as the logon process is followed. Actual content of the screens may vary based on the user's permissions and the application they are attempting to access. Please disregard the URLs shown on the screen prints as they were only used for testing.

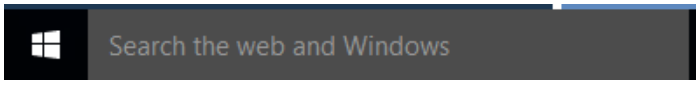
The correct URL for the production version of MIAP is: **https://miap.csd.disa.mil** . Some users will experience differences in screen presentation based on application variables.

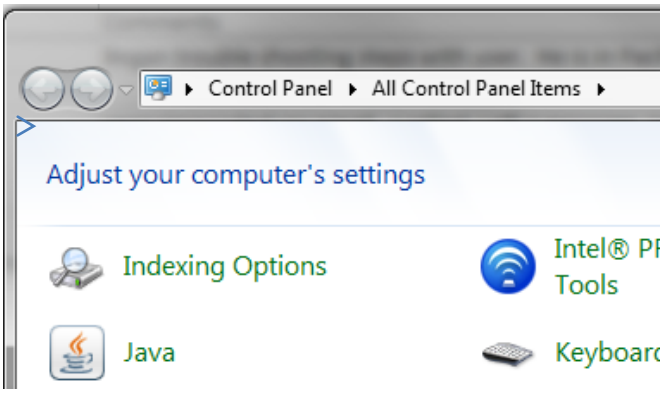
7: MIAP WEB Page

7.1 Configure Browser

7.1.1 Java Loaded? Locate the Java Control Panel. (Start / Control Panel / Java).

Windows 10 – use search to find Control Panel

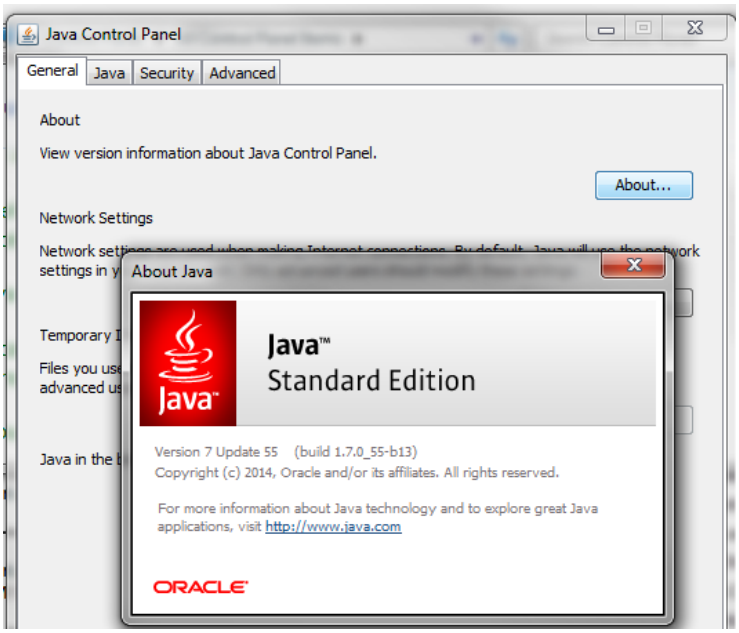




7.1.1: Checking for JAVA

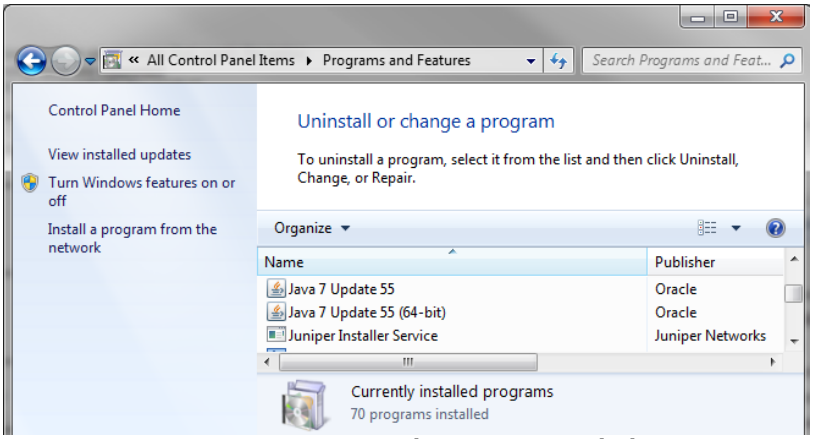
If Java jas been loaded, Java should show on your Control Panel.

Opening the panel, select the about button shown below. This will show the version of Java loaded.



7.1.2 Java Version Loaded

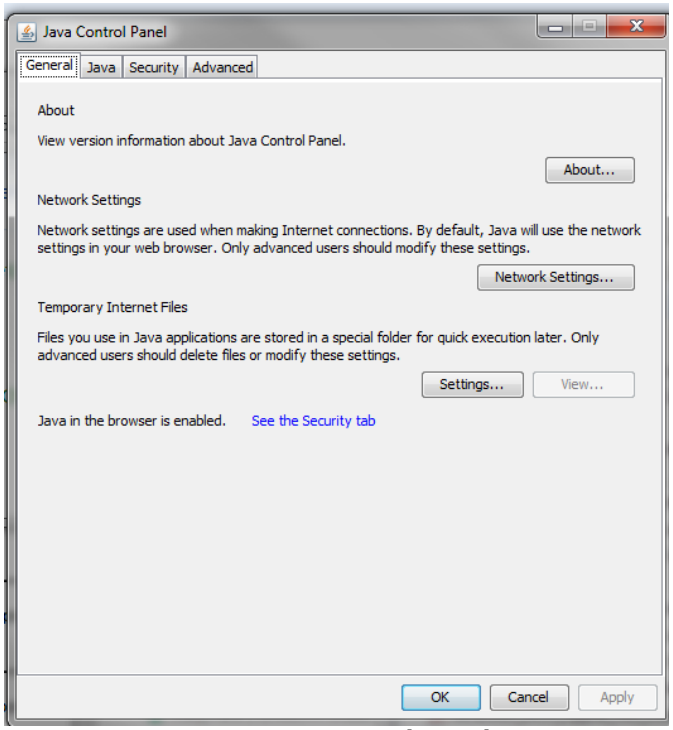
You can also check Programs and Features (Start / Control Panel / Program and Features).



7.1.3 Programs and Features Loaded

7.1.2 Java Configuration

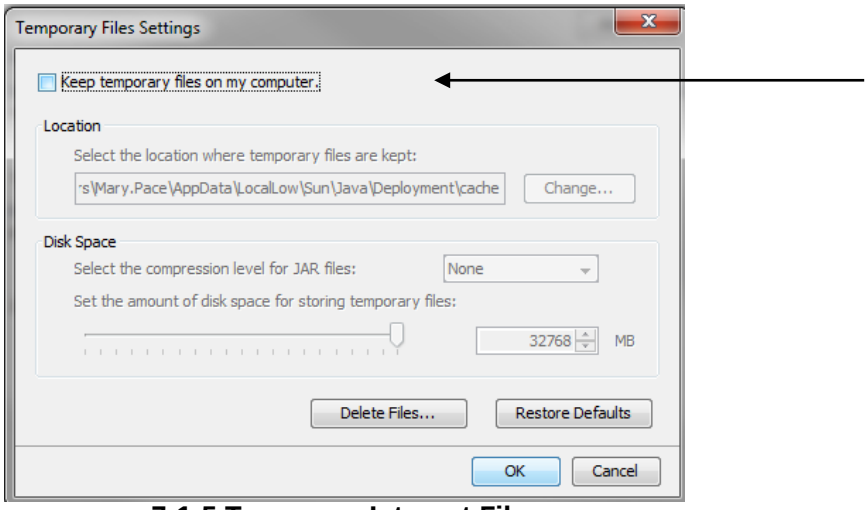
Open the Java Control Panel. (Start / Control Panel / Java). Navigating through the tabs, you can check your java settings and change them as needed.



7.1.4 Java Control Panel

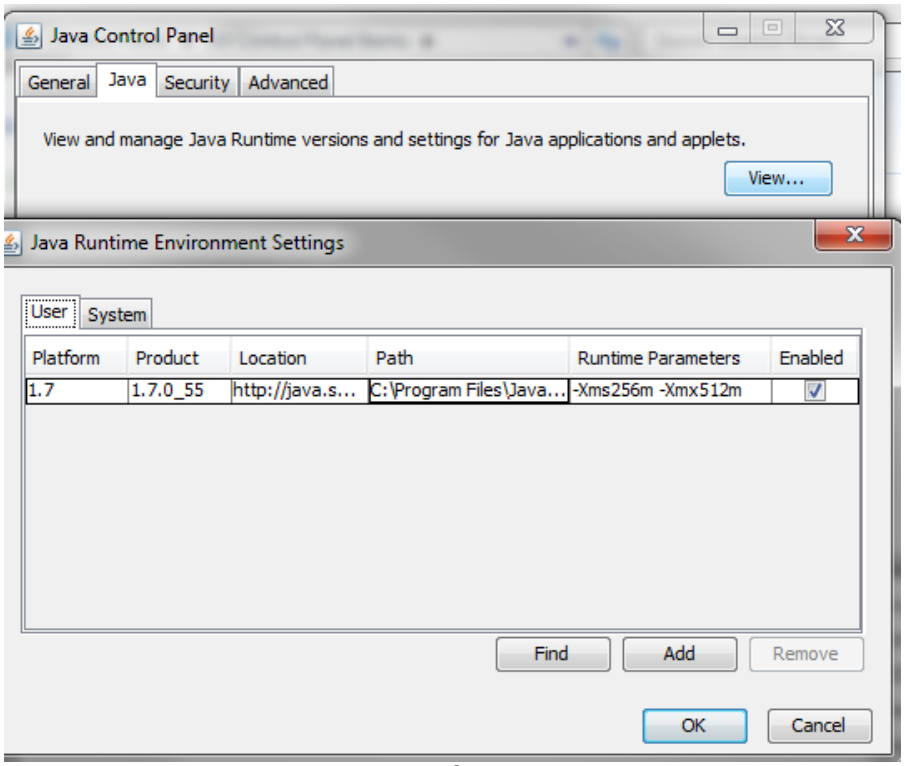
7.1.3 Temporary Internet Files Settings:

If you encounter a "BAD KEY FORMAT" error, on the General tab, select the setting button. Uncheck "Keep temporary files on my computer."



7.1.5 Temporary Internet Files

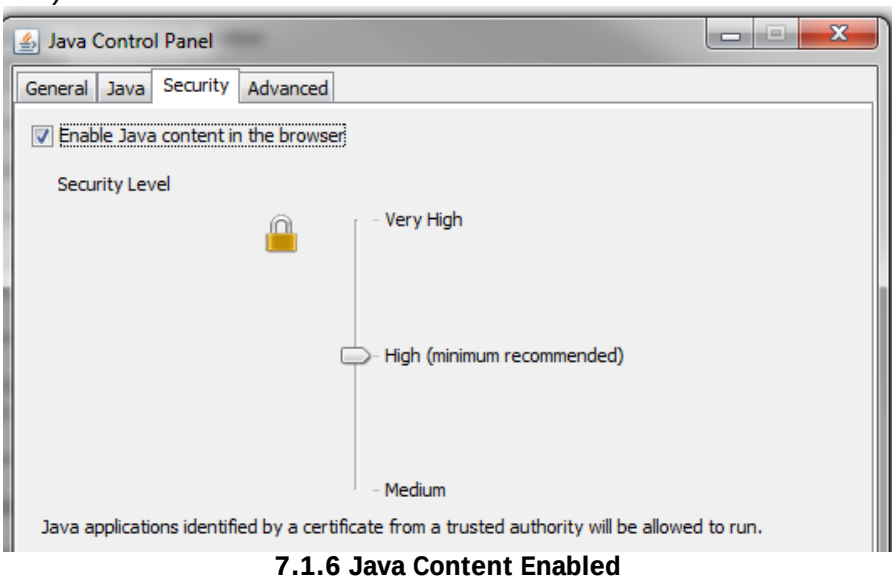
7.1.4 Java Runtime Parameters: If Java loading fails, you may need to increase the runtime parameters to increase memory allocated to Java. In the Java Control Panel, open the Java tab. Select the "View" button. This will open the Java Runtime Environment Settings. Enter the runtime parameters shown below.



7.1.6 Java Runtime Parameters

7.1.5 Enable Java content in browser: In the Java Control Panel, open the Security tab. Check the "Enable Java content in the browser" check box. Also under Java /View

make sure the java version load has Enabled checked (see 7.1.6.Java Runtime Parameters).



7.1.6 Java Content Enabled

7.1.6 Java scripting: MicroFocus Reflection will use Java scripting. Microsoft VM is the windows default scripting software. Some MicroFocus Reflections will work but Java is required.

7.1.7 Installation: To install Java may require you to contact your LAN Administrator and request current level of Java be installed on your PC.

7.1.7.1 Java Web Site is: http://www.java.com.

Click on the 'Free JAVA Download' button and follow all the defaults.

7.1.6.1: JAVA WEB Page

The "Do I have Java?" link can be used to troubleshoot problems launching applets.

7.2 Logon to MIAP

7.2.1 Enter URL: https://miap.csd.disa.mil and press "Enter".

7.2.1: MIAP Portal Page

Select 'Enter MIAP Portal' and press enter.

7.2.1: MIAP WEB Page

Select 'Logon' and press enter. Depending on the web browser setting, pop-up windows not discussed in this process may be presented at this point. Close windows as appropriate and proceed.

7.2.2 The MIAP Security Alert certificate.

7.2.2: Security Alert Certificate screen

If this screen appears, accept the certificate by clicking on the "YES" button to continue.

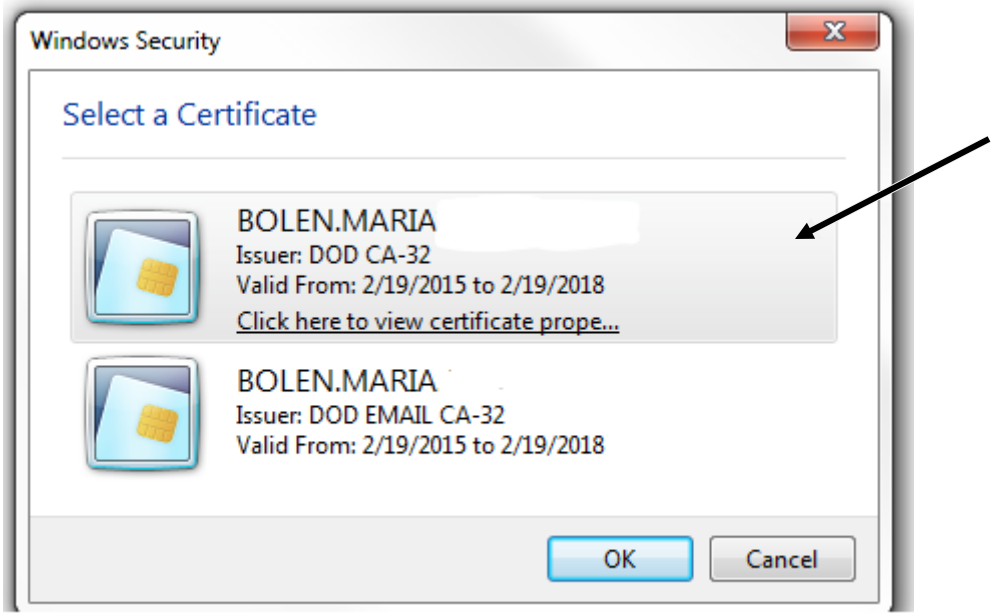
7.2.3 The MicroFocus Reflections **for the Web logon screen is presented**.

7.2.3.1 CAC/PIV Card Customer's Logon Screen

7.2.3.1: CAC/PIV Card Logon Screen

You **may be** prompted or **may not** get prompted. This function is managed by the local cache parameters for authentication middleware.

If you get prompt for a PIN, enter your CAC/PIV Card PIN number. Click on the 'OK' button. After you click on the "OK" button, a Certificate selection screen will be displayed with the available certificates on your CAC/PIV Card. You MUST select the **"Identity Signature"** certificate from menu.

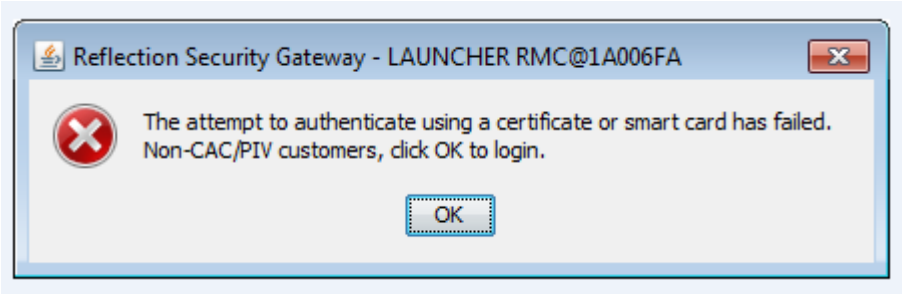


7.2.3.1: Certificate Selective Screen

After you select your certificate, press "OK".

7.2.3.2 CAC/PIV Logon Failed Example

The following error message will display if you attempt to log in with your CAC/PIV and it fails. Click on 'OK' and you will then be prompted for your USERID and password to log in. CAC/PIV users should use their CAC/PIV to authenticate. The CAC/PIV satisfies two-factor authentication: something that belongs to the user, and something only known to the user. Please close your browser and start your logon again at step 7.2.1.



7.2.3.2: CAC/PIV Card Logon Failed Screen

Common reasons that may cause CAC/PIV logon failure:

1. Entering incorrect PIN, if prompted.
2. Selecting incorrect Certificate or an expired certificate (Identity certificate recommended).
3. Your e-mail address in Active Directory does not match the e-mail on your CAC/PIV. Please call the Multi-Service service desk to correct.
4. Incorrect version of Java installed on the workstation. If you are using a 32 bit browser, a 32 bit version of Java is required. If you are using a 64 bit browser, a 64 bit version of Java is required.

Are you still being prompted for your User ID & Password, please continue reading.

We recommend Java version 1.7 or higher for optimized performance with MIAP. If you can't log into MIAP, you can determine what version of JAVA is loaded on your workstation by opening Start\Control Panel\Java\General\ select "About". This will tell you what version of JAVA is installed on your computer.

If you are still receiving the User ID and Password prompt after you've verified you are using the recommended version of Java (or higher), please call the **MIAP service desk for assistance**.

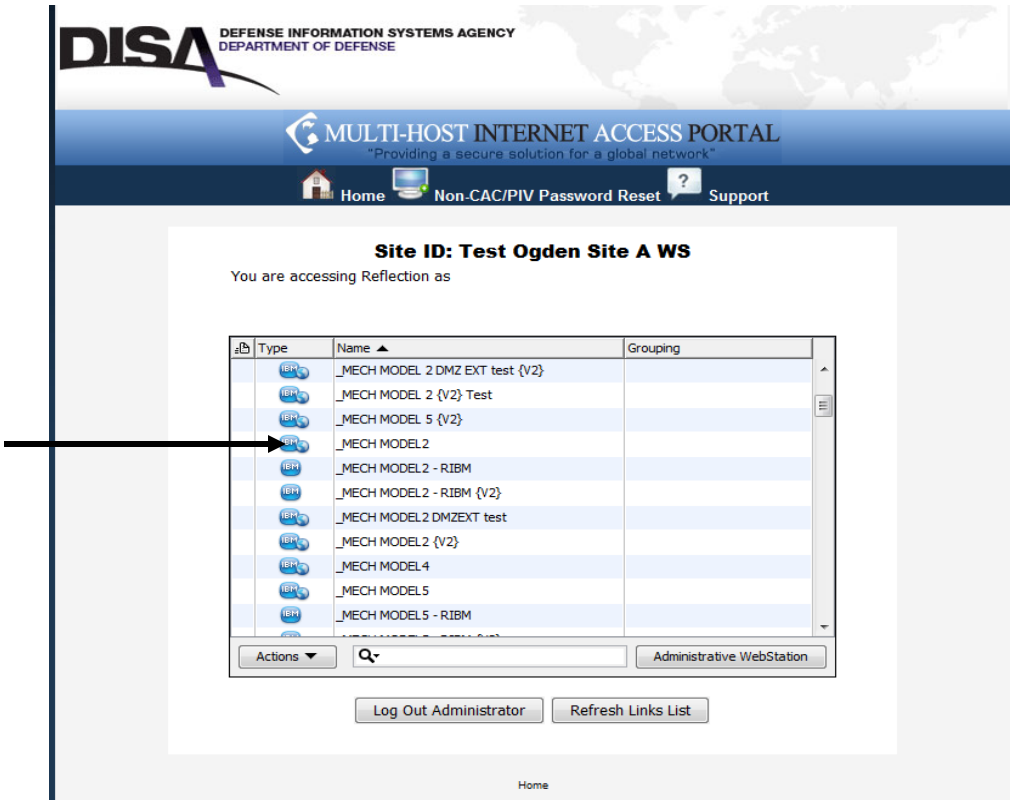
7.2.3.3 NON-CAC/PIV Card Customers LOGON Screen (USERID and password):

7.2.3.3: Non-CAC/PIV Card Logon Screen

Enter your User Name (USERID) and password. Click on the 'Submit' button.

Note: Your password needs to be changed every 60 days. Please see section 11 Password Configuration Procedures for instructions for changing your password.

7.2.4 MIAP Session menu. Based on individual user profiles, MIAP (MicroFocus Reflections for the Web) will present a list of links for sessions the user is authorized to access.



7.2.4: MIAP Session Menu

Verify that the menu selection(s) include all systems requested.
Select the session desired by double clicking on the link. Most customers connecting to the mainframe will click on a session that ends in '**MODEL2**'.

NOTE: The "Actions" tab in the bottom left hand corner of the screen provides additional control over your sessions. (See sections 7.2.4.1 thru 7.2.4.5). **Any changes that you make using the "Actions" tab will be saved automatically to your preferences file** and therefore will be there when you log on in the future. There is no option of 'File', 'Save Preferences' because it is done automatically.

Close up view of the Session Link Screen.

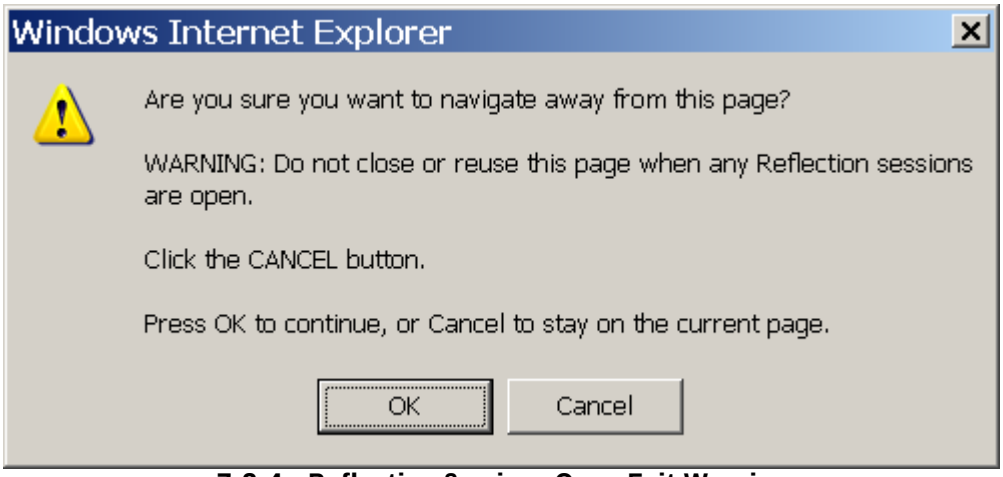
	Type	Name	Grouping
	IBM	Mech Model 2	
	IBM	Mech Model 2 - MZC	
	IBM	Mech Model 5	
	IBM	Mech Printer - Landscape	
	IBM	Mech Printer - Portrait	

7.2.4: Session Link Screen

The first column is the "Auto Launch" field. The second column is the "Session Type Icon" field. The third column is the "Session Name" field. The fourth column is the "Grouping" (User Defined) field.

The Type icon indicates the type of terminal emulator used for the session (e.g., IBM 3270) and the technology used for the connection (Web or Windows). For example, the VT icon shows a VT session using Reflection for the Web; the IBM icon shows an IBM session using Windows-based Reflection for IBM.

Note: If you try to exit from the MIAP Session Menu screen (by clicking on the 'x' on the top right hand corner of the screen – see Figure 11:7.2.4 on the previous page) **while you still have any sessions open, you will get the following message.** You will also get the same message if you enter another URL on the top of the screen to browse away to another site, while you have any open sessions.



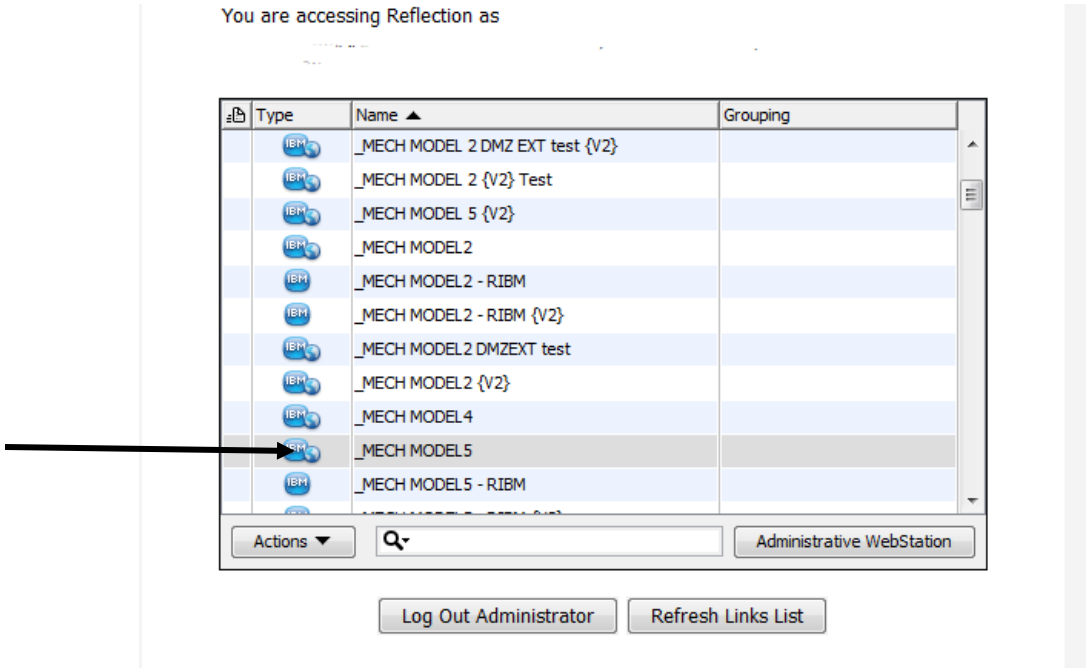
7.2.4: Reflection Sessions Open Exit Warning

The purpose of the message is to warn you that you still have sessions open. It is recommended that you click the cancel button to cancel exiting MIAP. Your sessions will still be open for you to use if you had attempted to exit inadvertently. If you would like

to exit MIAP, you should then close out of all of the sessions you have open. After closing all your sessions, you will be able to exit MIAP without this message appearing.

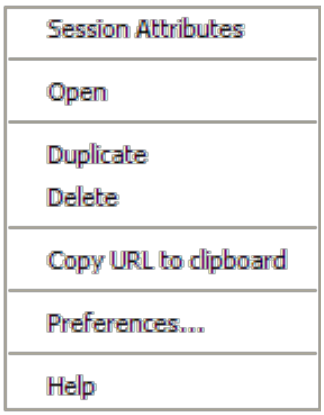
7.2.4.1 Actions Tab: Session Attributes – Open Automatically

This function allows a session to "open automatically". With this function enabled, your session will "auto-launch" when you log into MIAP. This functions the same as "Auto-Start" within Secure Web Access. To enable this function, highlight your session and then click on the "**Actions**" tab in the bottom left corner.



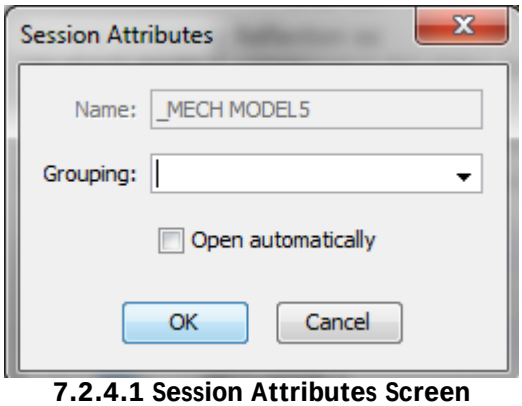
7.2.4.1: Actions Tab

Then select "**Session Attributes**".



7.2.4.1: Session Attributes

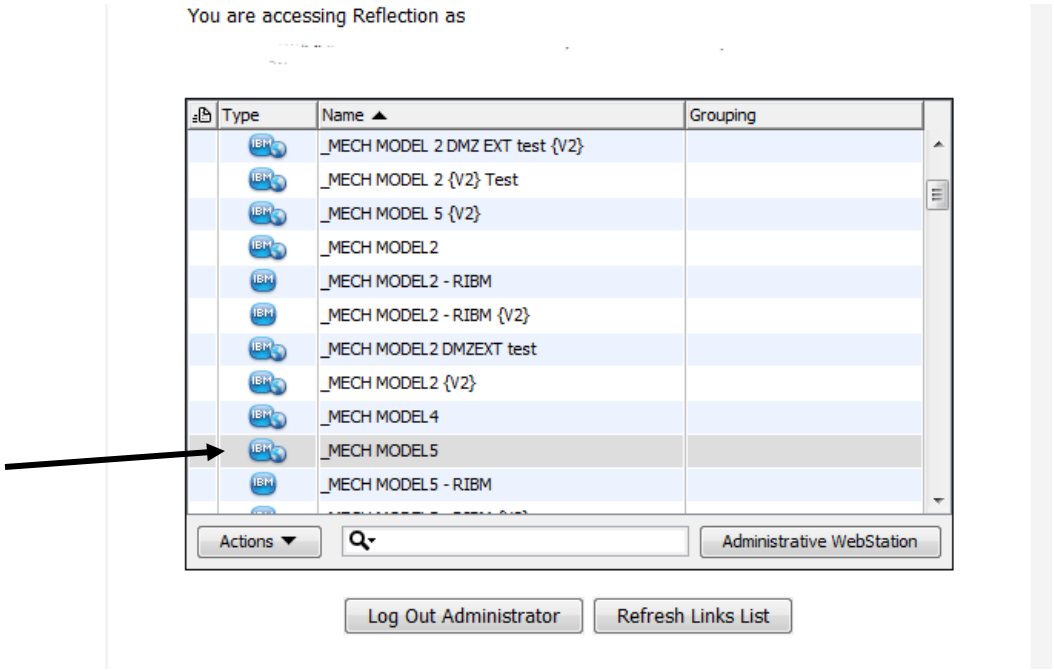
On the Session Attributes screen, check "**Open automatically**" and then click "OK".



7.2.4.1 Session Attributes Screen

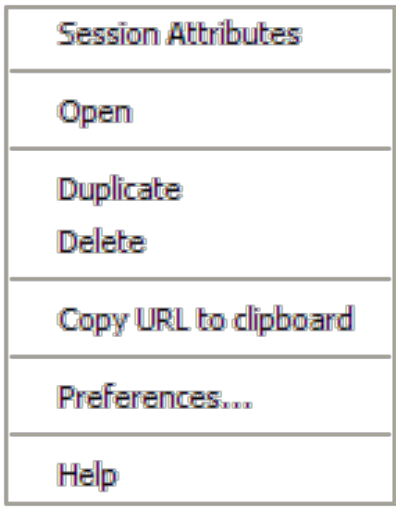
7.2.4.2 Actions Tab: Open

Highlight the session you wish to connect to and then click the "**Actions**" tab.



7.2.4.2: Actions Tab

Click on "**Open**".

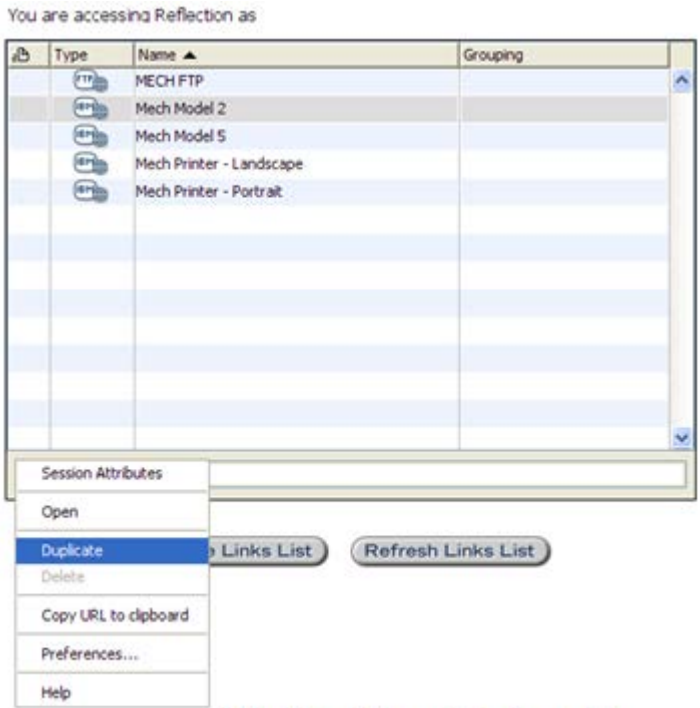


7.2.4.2: Open

You will then be connected to the session.
Note: You can also double click the session name to connect.

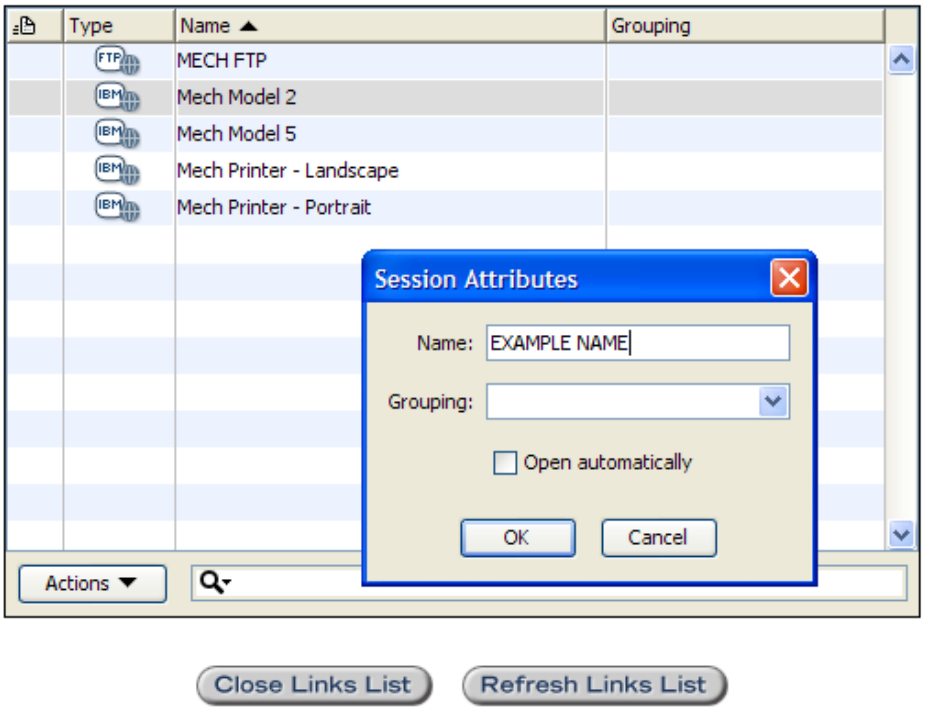
7.2.4.3 Actions Tab: Duplicate an Existing Session

The **duplicate** function allows you to create a copy of an existing session. This function is similar to the "copy session" function within Secure Web Access. Highlight the session you wish to duplicate. Next, click on the '**Actions**' tab located in the bottom left hand corner of the screen, and then click on '**Duplicate**'.



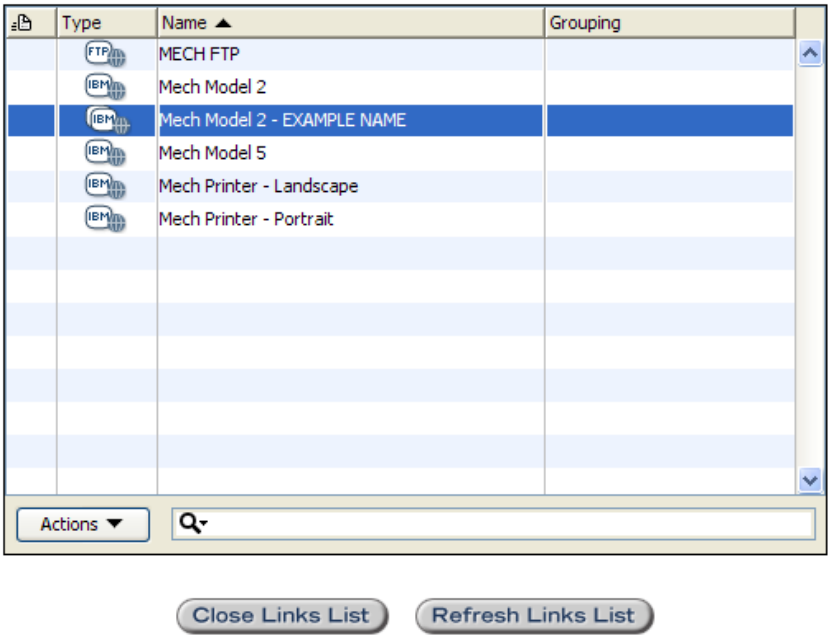
7.2.4.3: Actions Tab: Duplicate

Here you can type in the name of the duplicated session by typing it in the '**Name**' box. You can only name duplicated sessions. The original session **cannot** be renamed. You can also type in a grouping (to help you further identify your session) or choose for this ession to open automatically. Then select "OK" to create your new session.



7.2.4.3: Duplicate Name

The duplicated session will appear on the session menu.

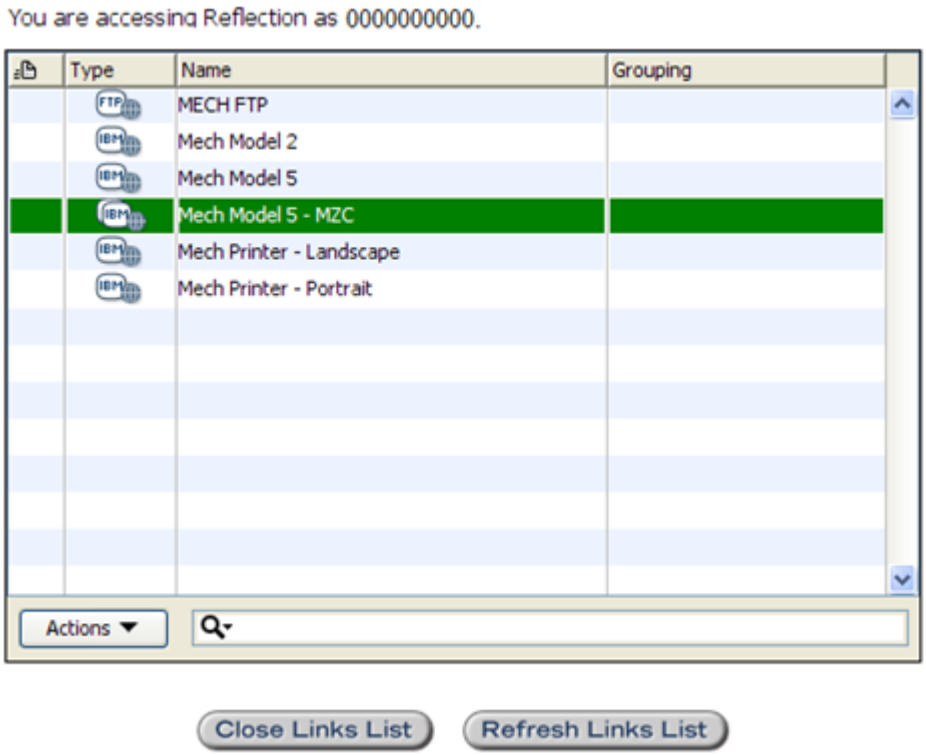


7.2.4.3: Duplicate Example

7.2.4.4 Actions Tab: Delete a Session Previously Duplicated

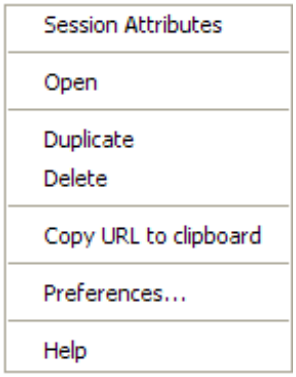
The **Delete** button allows you to delete sessions you have duplicated. In order to delete a duplicated session, highlight the duplicated session and click on the '**Actions'** tab in the bottom left corner of the screen.

Note: You **cannot** delete the default sessions assigned to you.



7.2.4.4: Actions Tab

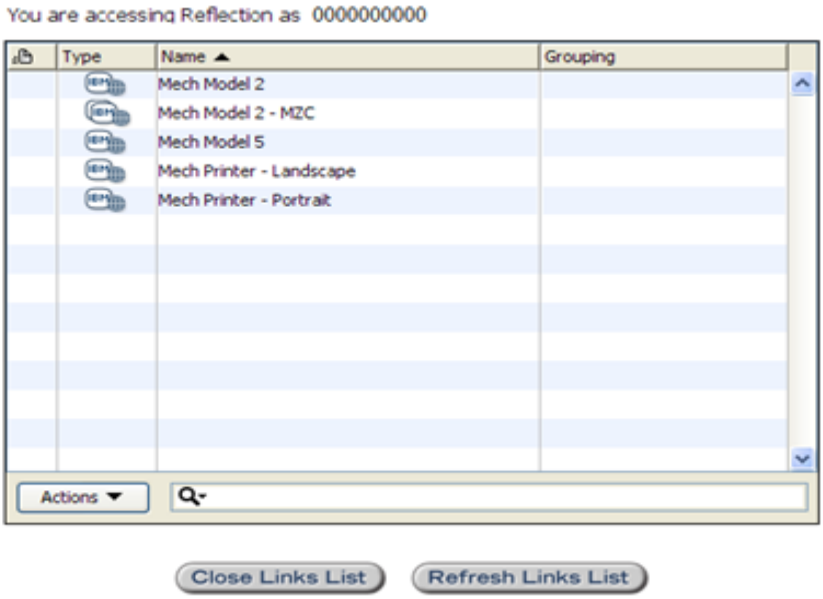
Then click on **'Delete'**.



7.2.4.4: Delete

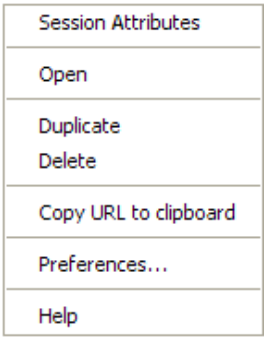
7.2.4.5 Actions Tab: Preferences to Customize Your MIAP Session Menu Screen

To hide a column, modify the Linked List Preferences. First click on the '**Actions**' Tab.



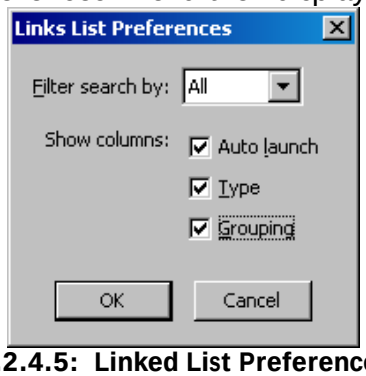
7.2.4.5: Actions Tab

Then click the '**Preferences**' button.



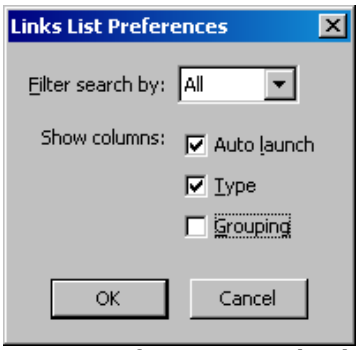
7.2.4.5: Preferences

The '**Links List Preferences**' menu then displays.



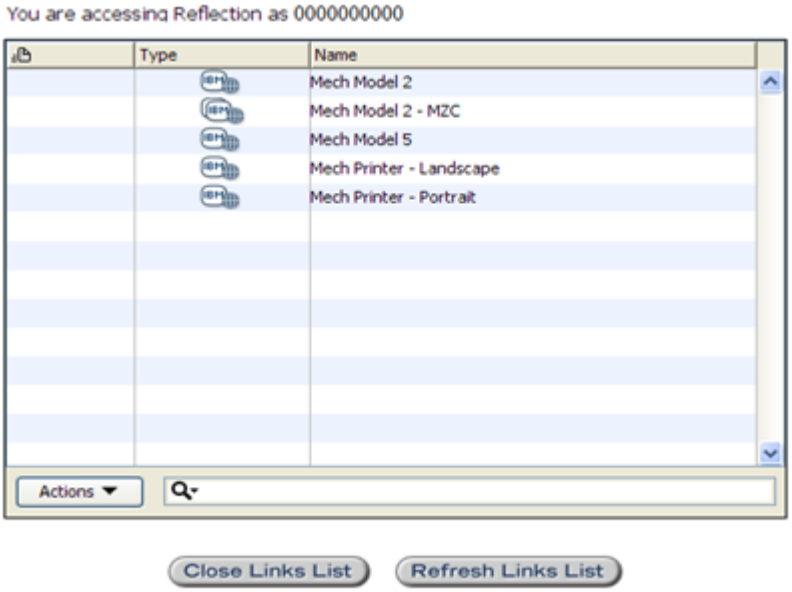
7.2.4.5: Linked List Preferences

Simply uncheck a column to hide it and then click on “OK”.



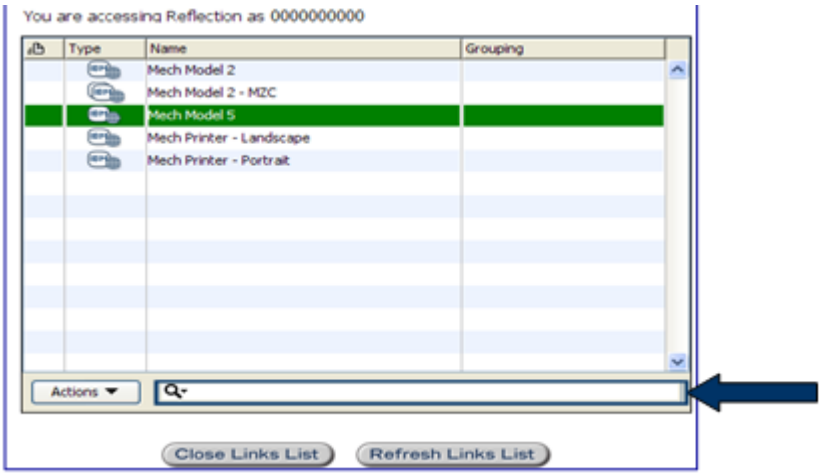
7.2.4.5: Preferences Unchecked

Note: Below, the ‘Grouping’ column is now hidden.



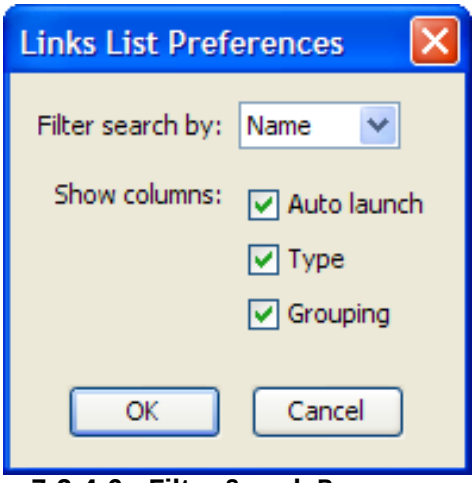
7.2.4.5: Preferences Example

7.2.4.6 Search Bar. The search bar allows you to search for a particular session. To use this function, simply start to type the name of a session. By erasing or backspacing what you typed in the search bar, your original session list will be restored. Your original session list can also be restored by clicking on the ‘Refresh Links List’ button. By clicking on the drop down menu located within the search bar you can choose to search by ‘All’, ‘Name’ or ‘Group’.



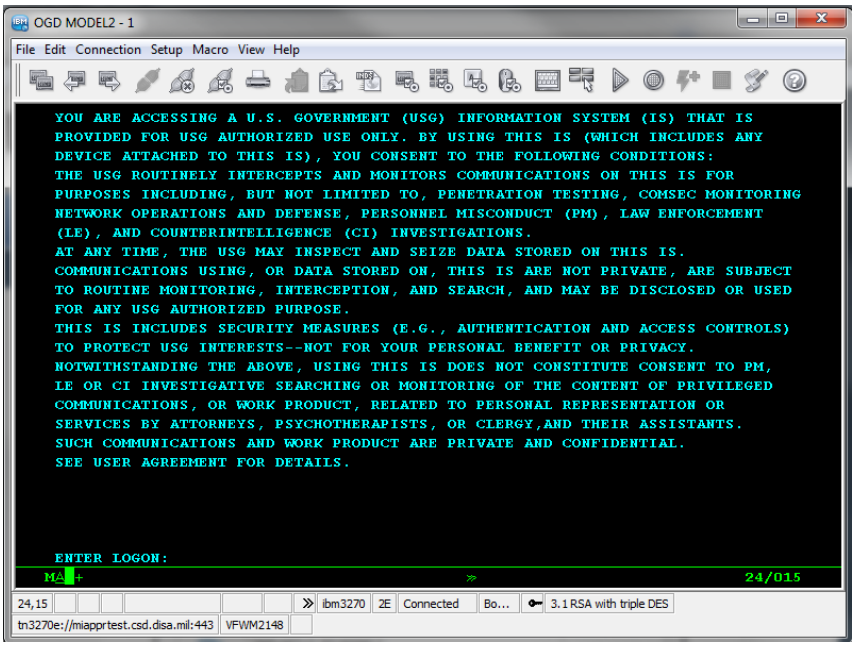
7.2.4.6: Search Bar

Change how you search by using the 'Filter search by' drop down menu located in the 'Preferences' tab. By choosing 'Name' it will search by what you have named the session. You can choose any way to search with the 'Filter search by' tab.



7.2.4.6: Filter Search By

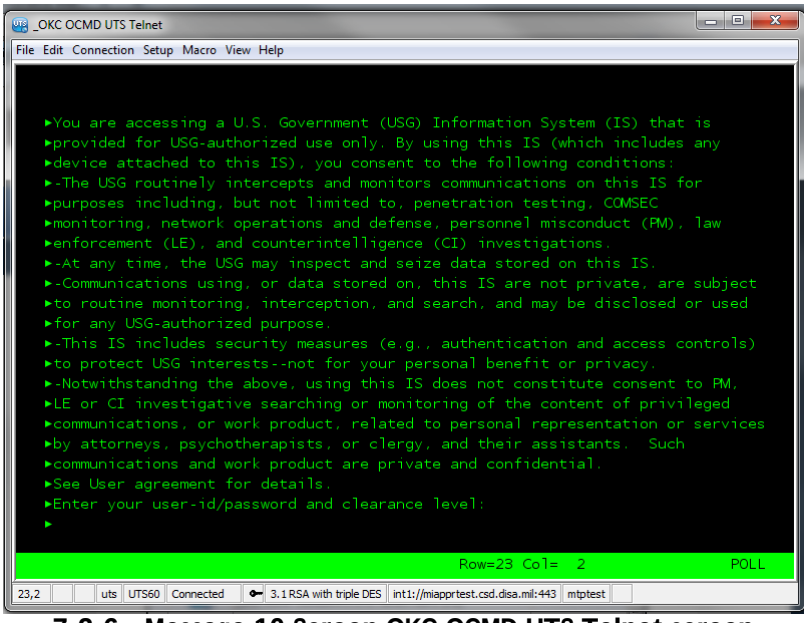
7.2.5 Message 10 Screen or Logon Screen: The system will present the message 10 logon screen for the system selected in the previous step. The screen below represents the logon screen for OGD MODEL2. At the Enter Logon prompt, enter the logon information supplied by the host system (for example -type the application identifier (APPLID)) to gain access to the application.



7.2.5: Application Message 10 Screen or Logon Screen

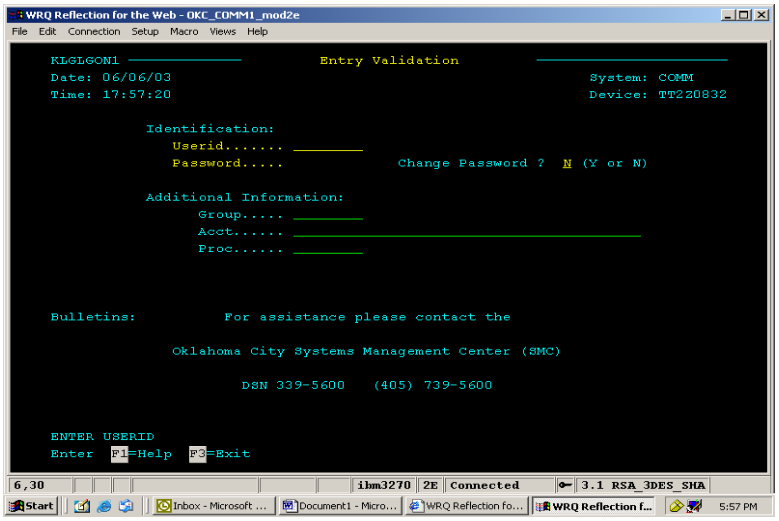
7.2.6 Message 10 Screens Vary. Users must realize that the Message 10 (logon) screen may be different than what was presented prior to implementation of MIAP and for different sessions.

The screen below represents the logon screen for OKC OCHI UTS Telnet session



7.2.6: Message 10 Screen OKC OCMD UTS Telnet screen

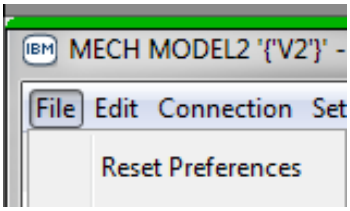
7.2.7 Entry Validation screen If CL/SuperSession is being used, the Entry Validation screen will be presented at this time.



7.2.7: CL/SuperSession Logon Screen

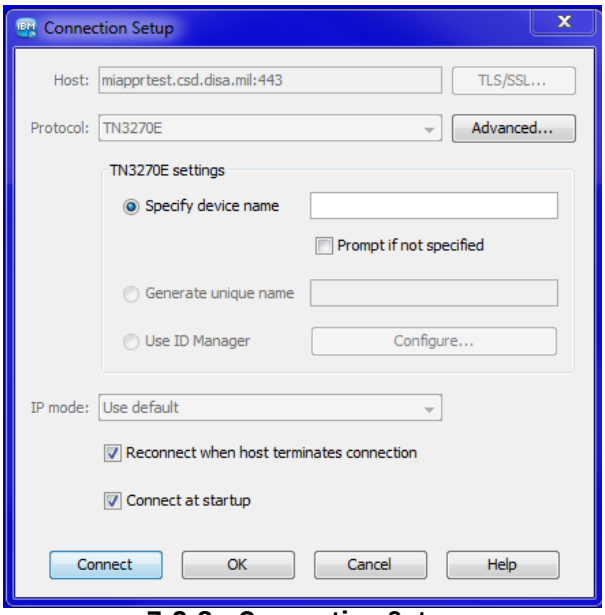
Enter appropriate information and menu options as requested on the screen.

Note: Any changes made to your session (sections 7.2.8 – 7.8) will be stored in you session preference file. Resetting Preferences removes these changes.



7.2.8 Terminal Connection Setup

If you need to make modifications to your connection, click on 'Connection' and then 'Connection Setup'. (Some sessions do not have this option.) You may need to 'Disconnect' first if you are already connected. The following screen will display:

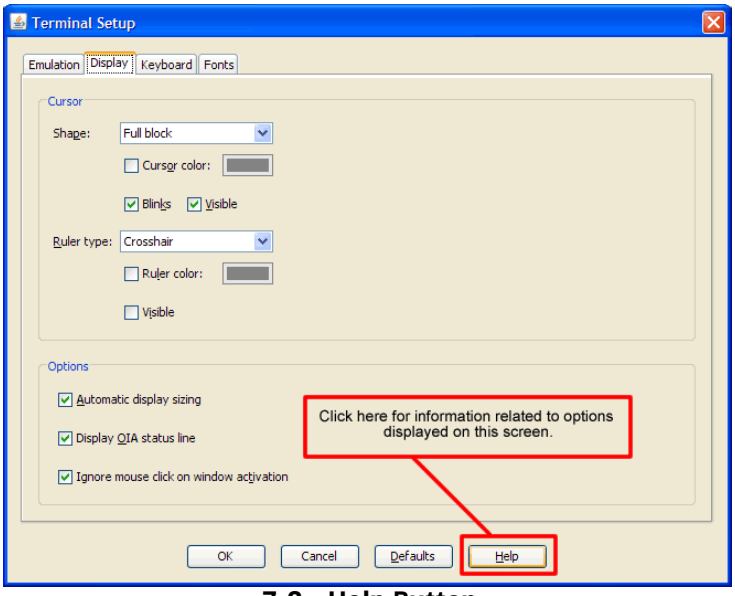


7.2.8: Connection Setup

For more information on the fields click on the 'Help' button.

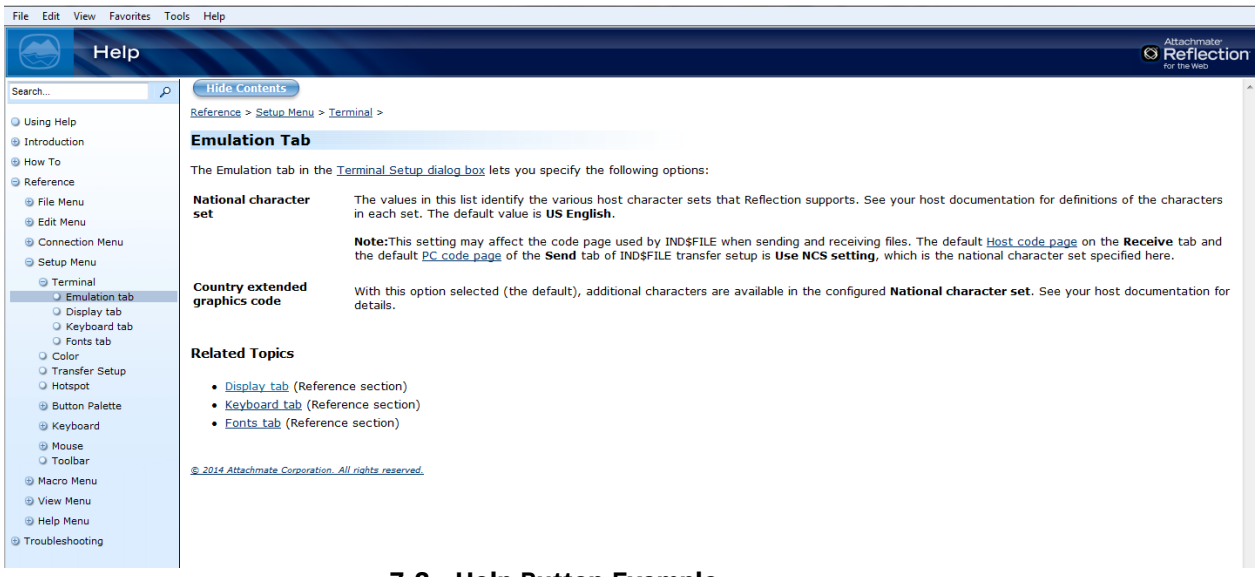
7.2.9 User profile configuration and connectivity - Once the session has been established, application activity can continue as usual. In order to ensure proper user profile configuration and connectivity, test all session selections available on the menu screen by following the above process for each. Document all problems or any concerns and provide that information to MIAP Service Desk.

7.3 Help Button. The help function is displayed on various menu screens throughout MIAP. Selecting 'Help' on any menu will display information related to the specific options of that screen.



7.3: Help Button

This is an example of what screen you will get when clicking on the 'Help' tab.

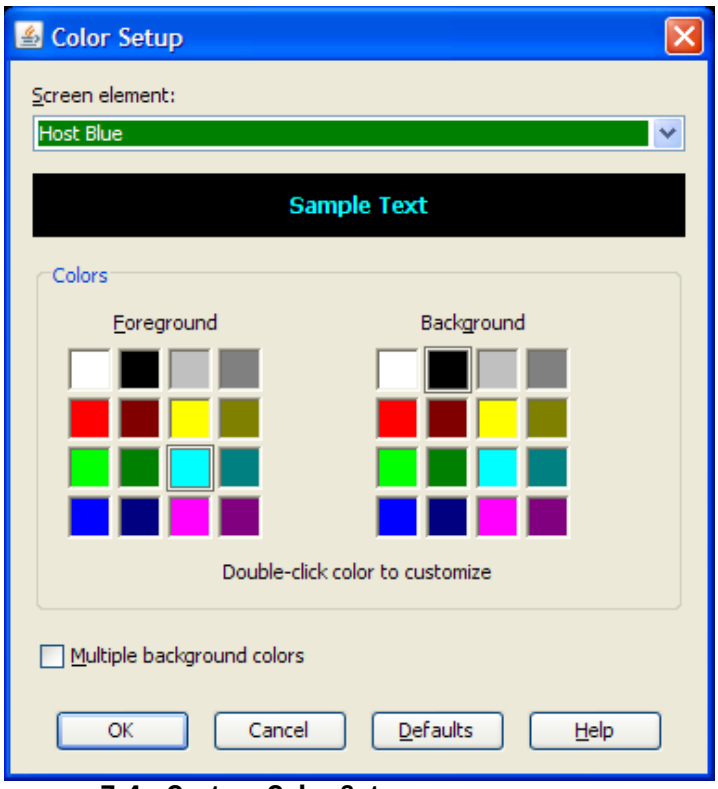


7.3: Help Button Example

7.4 Custom Color Palette

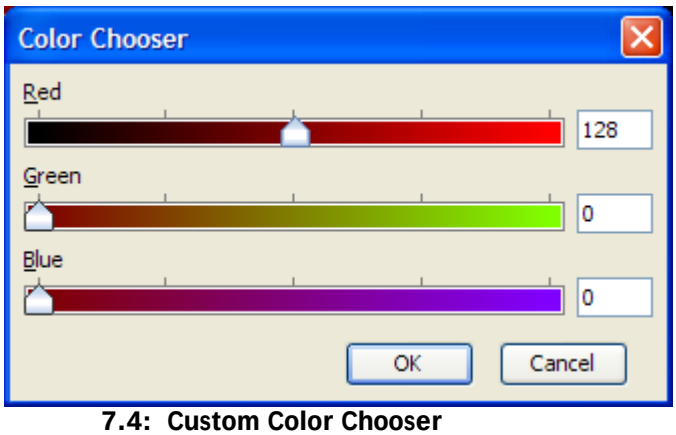
After you have selected a session you can customize the colors on your screen.

First click on the 'Setup' tab at the top of your screen and then click on the 'Color…' selection. The following screen will display.



7.4: Custom Color Setup

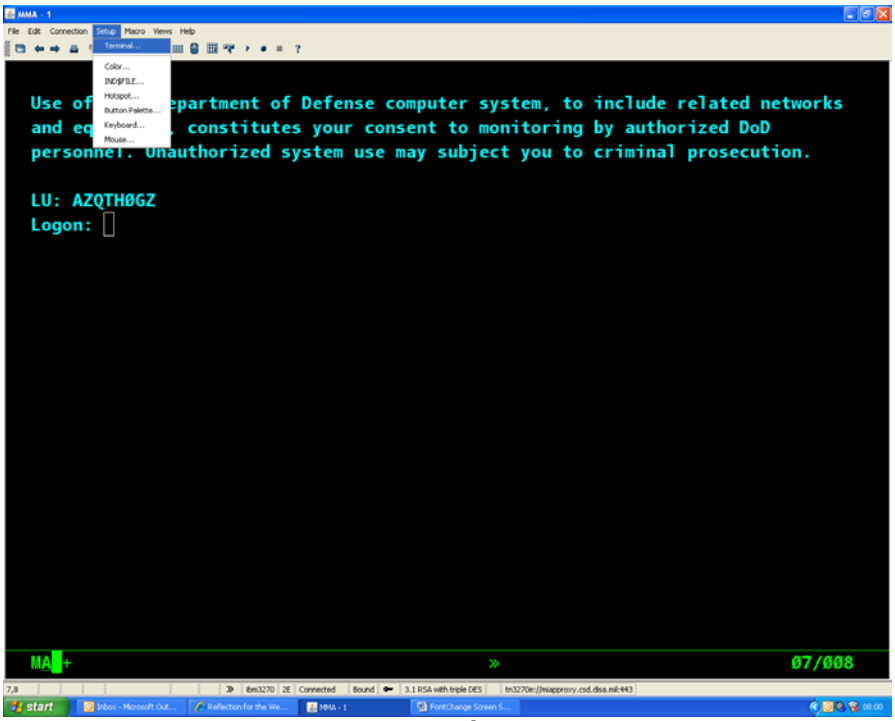
You can select a color and click on 'OK'. If you would like to further customize your color selection, you can double click on any of the colors and the following screen will display allowing you to further customize your color choice.
Changes are automatically saved to your preference file.



7.4: Custom Color Chooser

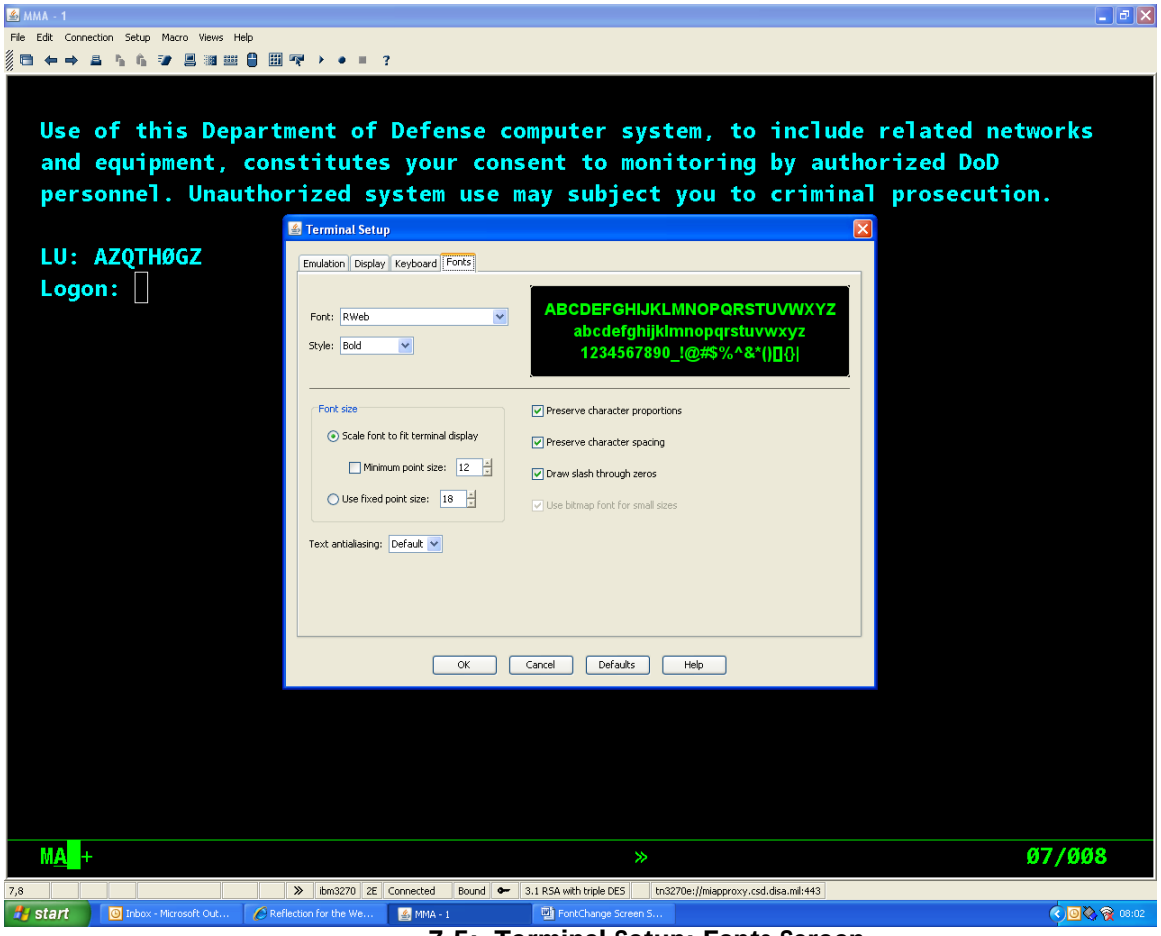
7.5 Customize Fonts

After you have selected a session you can customize the font for your screen. First click on the 'Setup' tab at the top of your screen and then click on the 'Terminal…' selection.



7.5: Customize Fonts

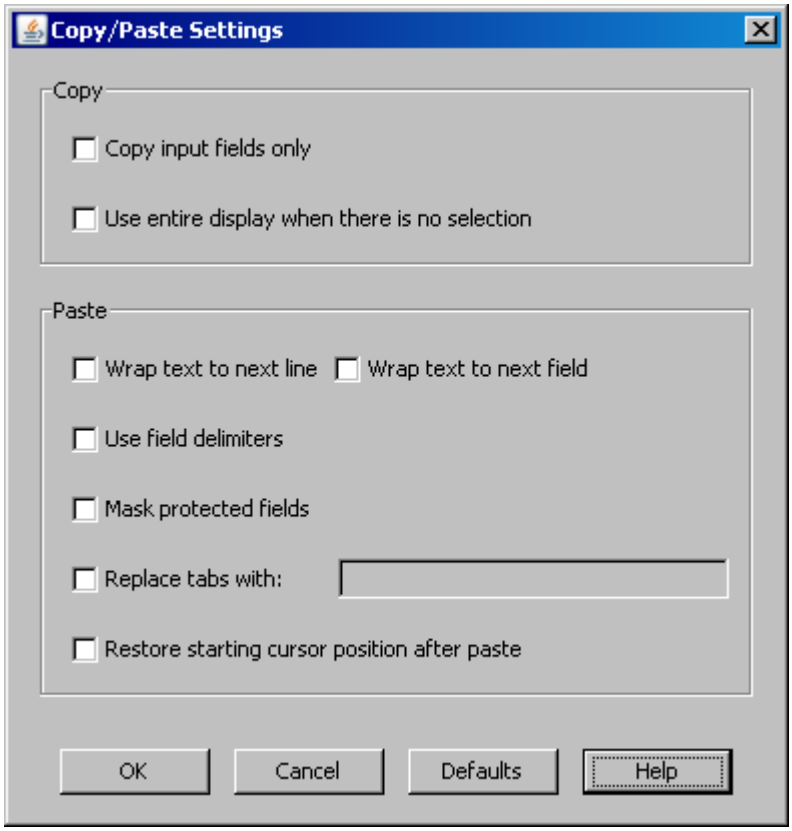
Then click on the 'Fonts' tab on the top of the Terminal Setup Screen. The following screen will display. You can change the font here by clicking on the drop down menu following the 'Font:' heading, selecting a new font and then clicking on 'OK'. You can also change the size of the font by clicking on the bullet point before 'Use fixed point size' and then changing the following size field up or down.



7.5: Terminal Setup: Fonts Screen

Changes are automatically saved to your preference file.

7.6 Copy/Paste Settings. Use the Copy/Paste Settings dialog box to specify options for copy and paste operations. To access 'Copy/Paste' go to 'Edit', and then click on Copy/Paste Settings. Below is an example of the screen you will get.



7.6: Copy/Paste Settings

7.6.1 Copy options

Copy input fields only. Select this option to only copy data from input fields. Data from protected fields is replaced with spaces when placed on the Clipboard.

Use entire display when there is no selection. Select this option to apply the Cut, Copy, Copy Table, and Append commands to the entire terminal display when nothing is selected. When this option is not selected, these commands are disabled unless you've selected data on the terminal display.

7.6.2 Paste options

Wrap text to next line. When this option is selected, using the Paste command fills in the first field with as much Clipboard data as fits. Any remaining data is pasted to the next available line. Subsequent lines of data are pasted so that they align vertically with the starting cursor position. When this option is not selected, text that overflows the field is truncated.

Wrap text to next field. When this option is selected, data pasted from the clipboard will fill as much of the current field as possible, then the remaining data will be pasted to the next fields on the same row, until the end of the row or

the data has been exhausted. If **Wrap text to next line** is also selected, additional data will be pasted to the next field on the next row.

Use field delimiters. When this option is selected and you use the Paste command, data is pasted into the next available input field after reaching a new line character on the Clipboard. When a new line character is encountered, pasting starts on the next row, at the same column where the cursor was positioned when the paste operation began. If **Wrap text to next line** is not selected, data is truncated at the end of a line regardless of whether **Use field delimiters** is selected.

Mask protected fields. Select this option if you want to paste data from the Clipboard to a host screen so that the data is only pasted where it overlays input fields. Any data that overlays protected fields is lost.

Replace tabs with. Select this option to replace tabs in the Clipboard data with the character(s) you specify in the associated text box.

Restore starting cursor position after paste. By default, the host cursor is positioned at the end of the data following a paste operation. Select this option to restore the host cursor to its starting position after the paste operation is complete.

7.6.3 Paste Next. Click Paste Next to paste data from the "Paste Next" buffer to the current cursor position. The Paste Next buffer holds any data that did not fit the input field where it was pasted, provided that data was not truncated. Only as much data as will fit in the input field is pasted, and the Paste Next buffer is updated to include only data that is not yet pasted. This command is available only when data is present in the Paste Next buffer.

7.6.4 Clear. Click Clear to remove selected text from the terminal display without placing it on the Clipboard. Note that you can only clear text from input fields.

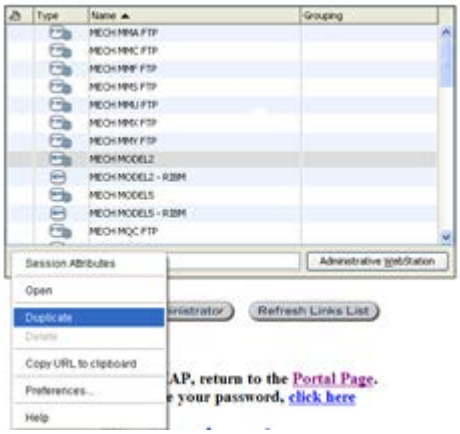
7.7 Set up a Session for Terminal Model 3 or Model 4

All sessions that are set up to emulate a 3270 terminal are originally set up as a Model 2 extended or a Model 5 extended terminal model because they are the most commonly used.

If you need to emulate a Model 3 or a Model 4, this section will show you how to create a session with that configuration.

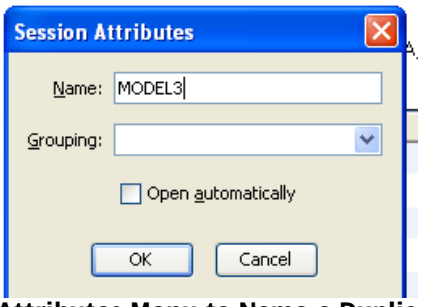
NOTE: The function to create a Model 3 or Model 4 terminal session can only be performed by duplicating a Model 2 session and modifying the Terminal Model field.

From the MIAP session menu highlight (single click) the Model 2 session that you have access to and click on the 'Actions' tab. Then select 'Duplicate'. (For more detailed information about duplicating sessions, see section 7.2.4.3.)



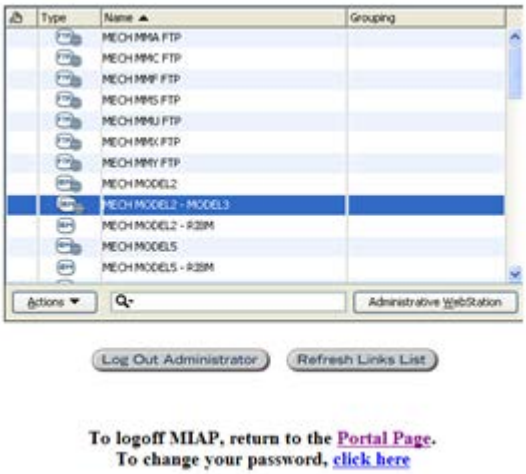
7.7: MIAP Session Menu to Duplicate a Session

Then type in a name for your new session and click on 'OK' to create the new session.



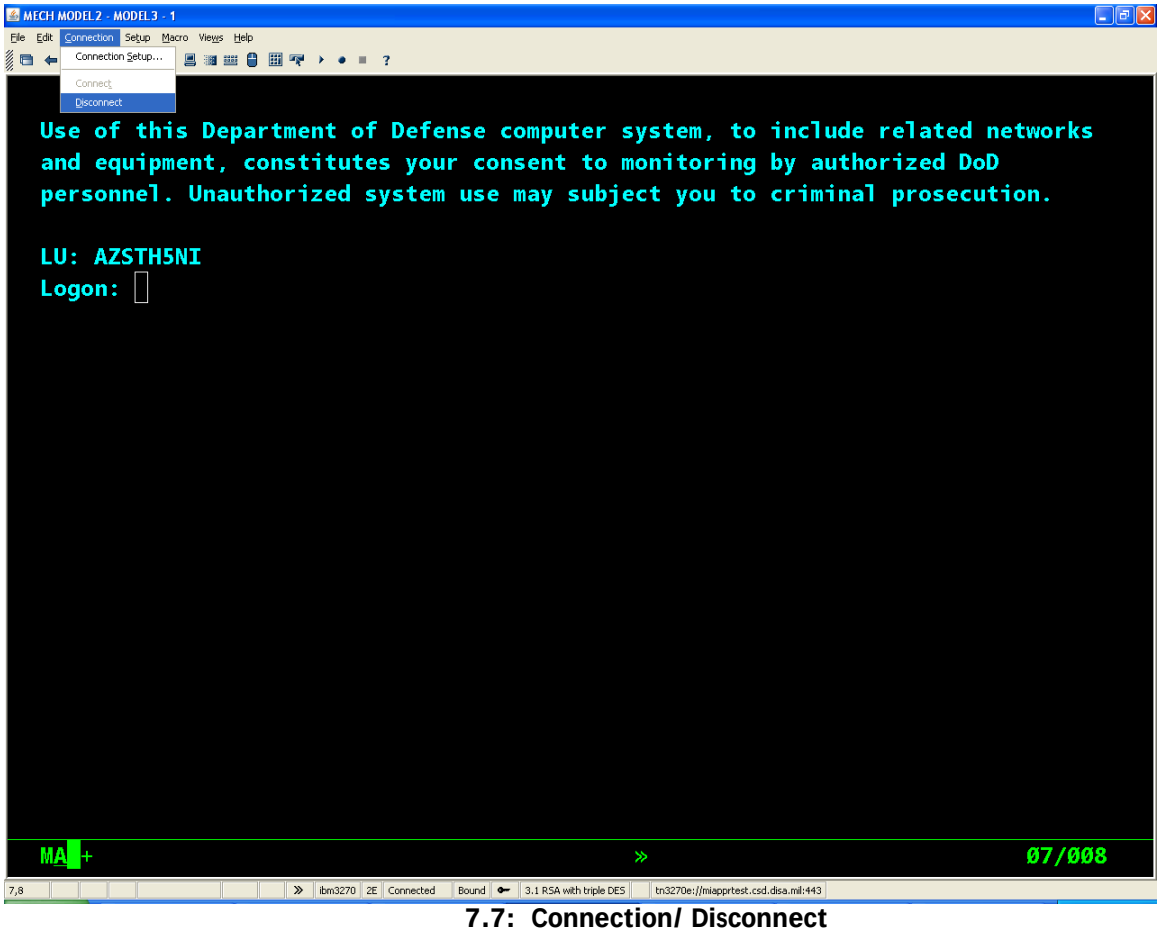
7.7: Session Attributes Menu to Name a Duplicated Session

Your new session will now be on your MIAP session menu. Open your new session (double click on it.)



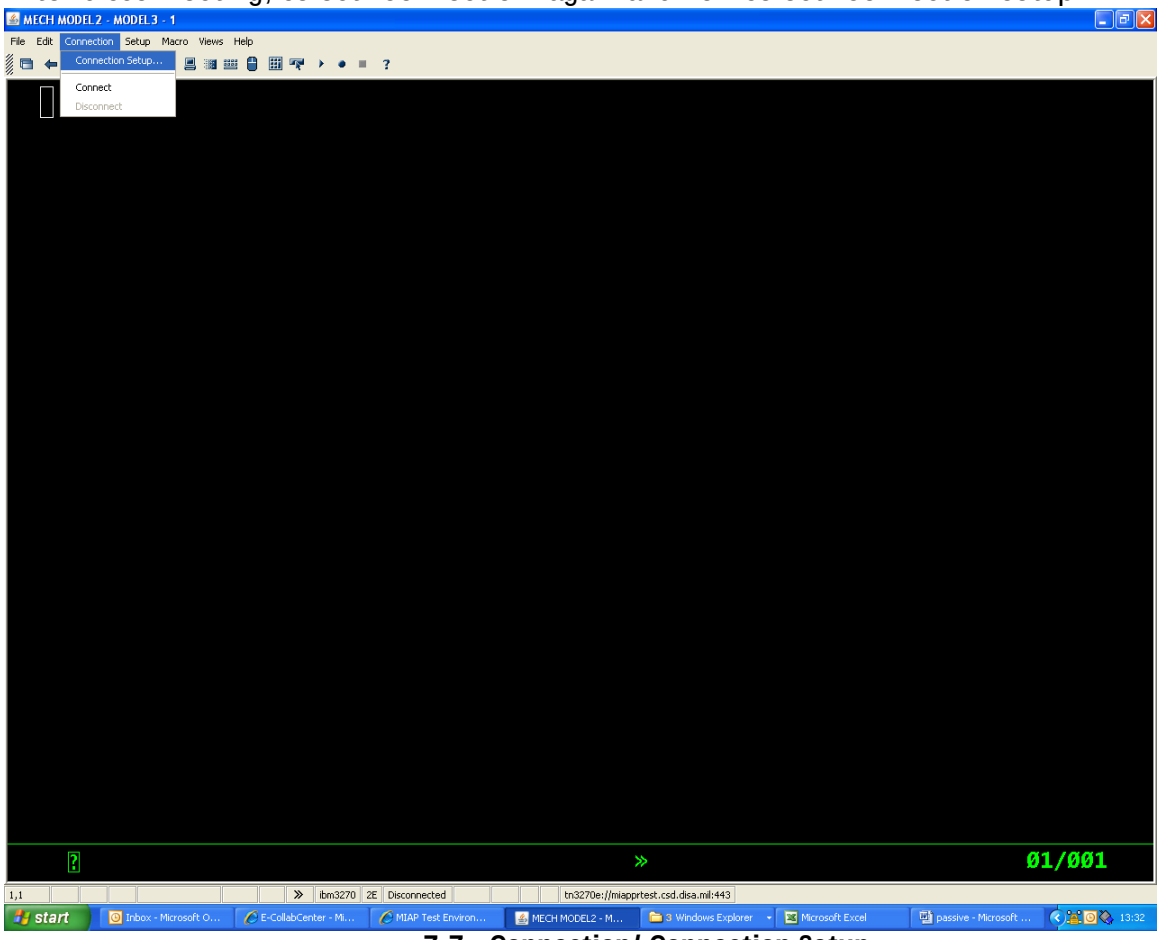
7.7: MIAP Session Menu - Opening New Session

After you open your new session, you will need to change the terminal model it is emulating. To make this change you must be disconnected from the session. If you are already connected (see 'Connected' in the bottom left/center of the screen), you will need to disconnect. Select 'Connection' and then 'Disconnect' from the top left of the screen.



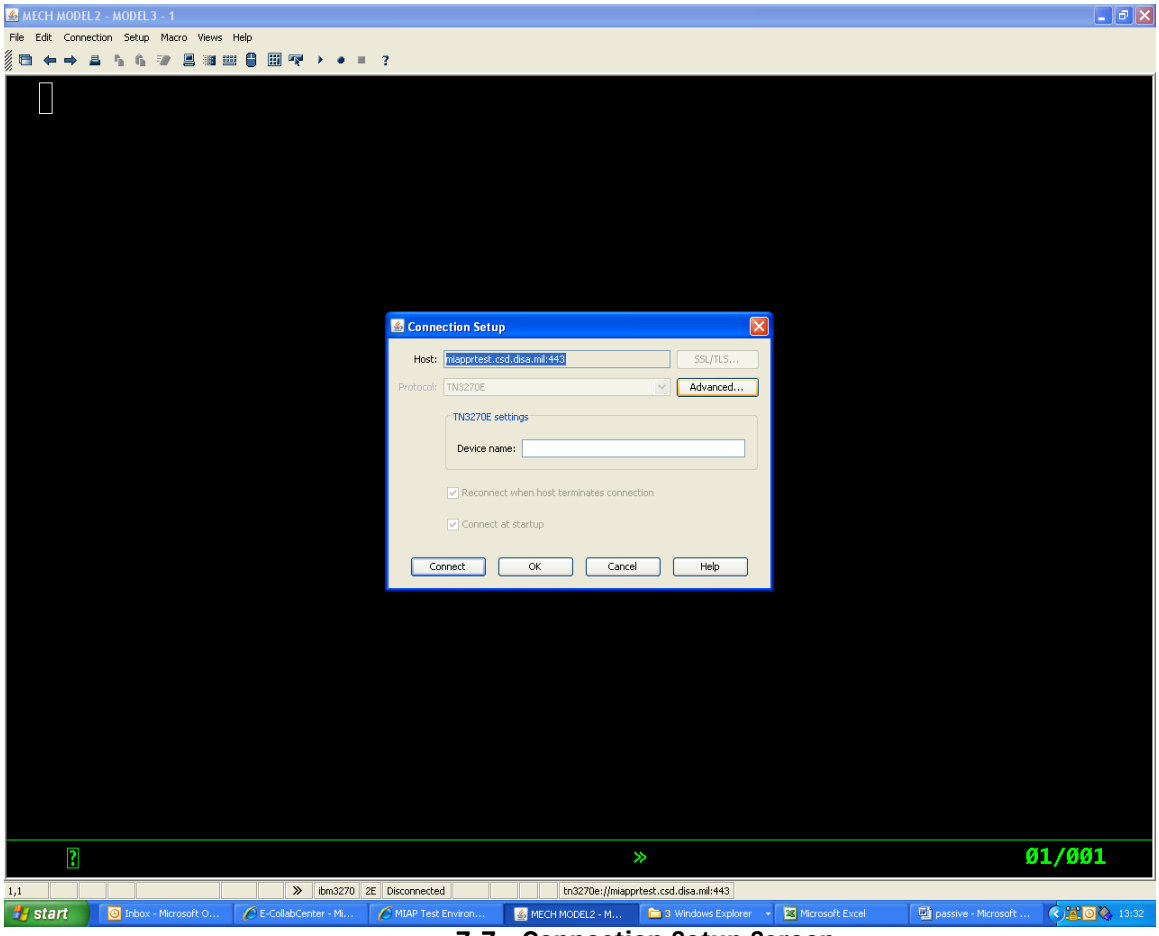
7.7: Connection/ Disconnect

After disconnecting, select ‘Connection’ again and now select ‘Connection Setup’.



7.7: Connection/ Connection Setup

The Connection Setup screen will display. Click on the 'Advanced' button.



7.7: Connection Setup Screen

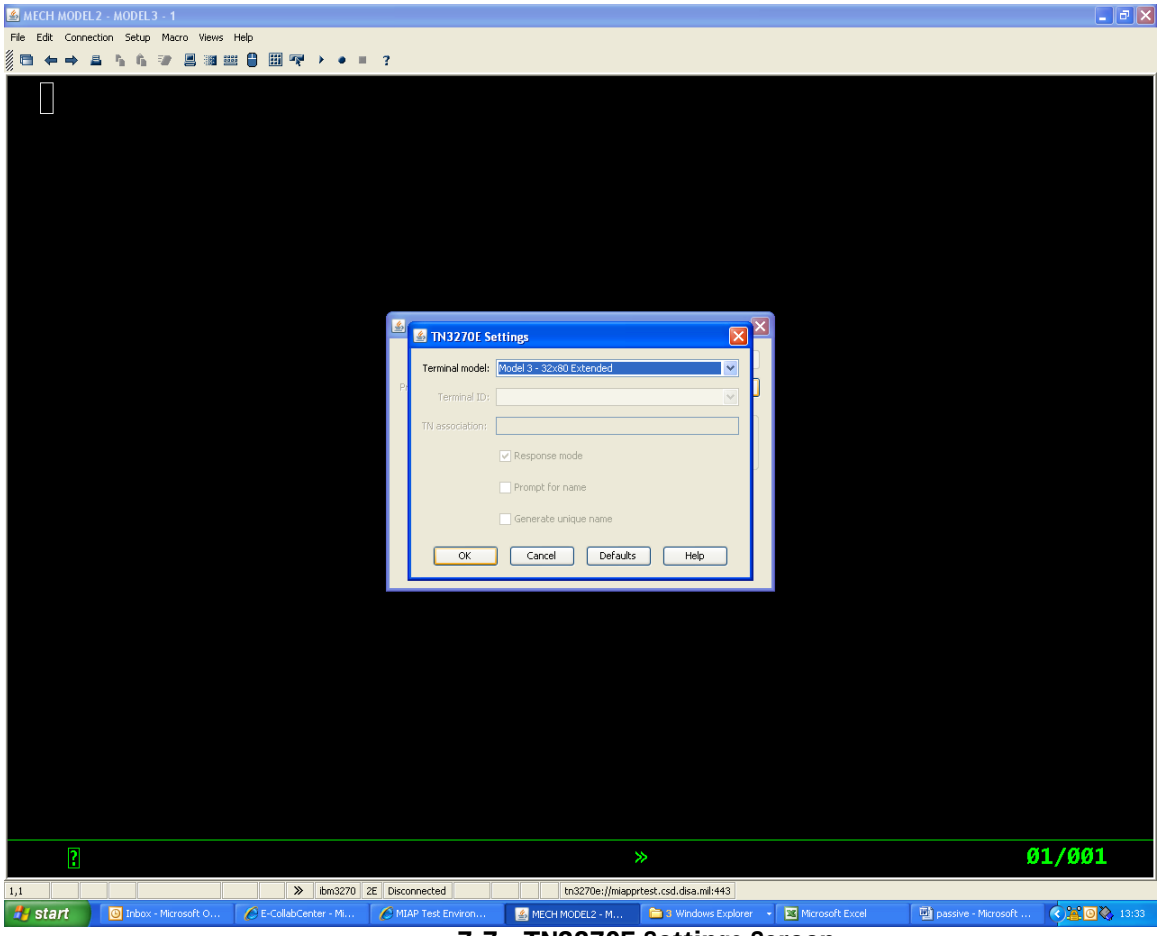
The TN3270E Settings Screen will be displayed. Click the drop down menu for the 'Terminal model' field to select the terminal model you would like to emulate and then click on 'OK'.

Terminal model

Specifies the terminal model (also known as a display station) you want Reflection to emulate. You can select from the following terminal models:

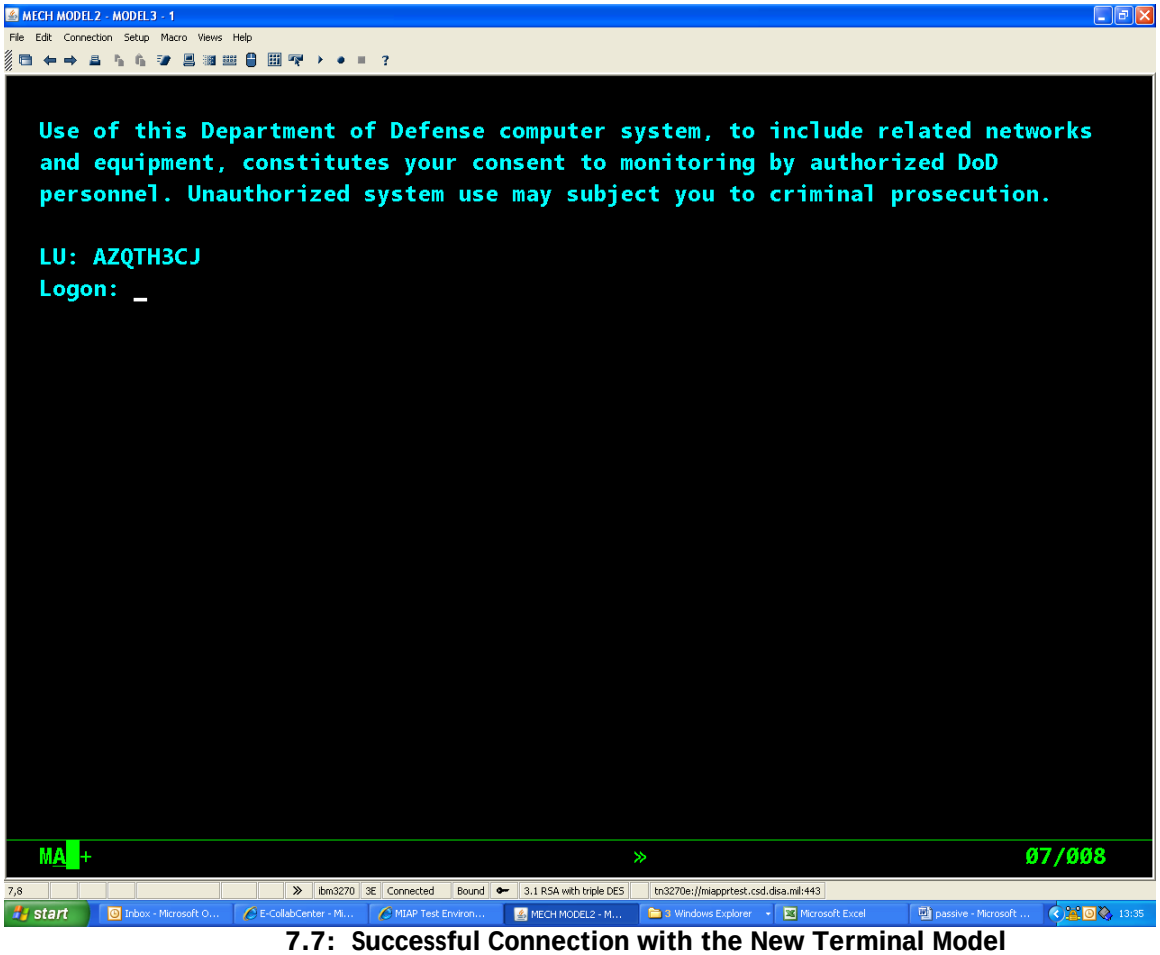
```
Model 2  24x80 Extended (the default)
Model 3  32x80 Extended
Model 4  43x80 Extended
Model 5  27x132 Extended
Model 2  24x80
Model 3  32x80
Model 4  43x80
Model 5  27x132
```

With the "Extended" models, the 3270 protocol allows the host to a wider array of display attributes.



7.7: TN3270E Settings Screen

Your new session is now configured for the terminal model you have selected. You can connect to the session by clicking on 'Connection' and 'Connect' in the top left corner of the screen.

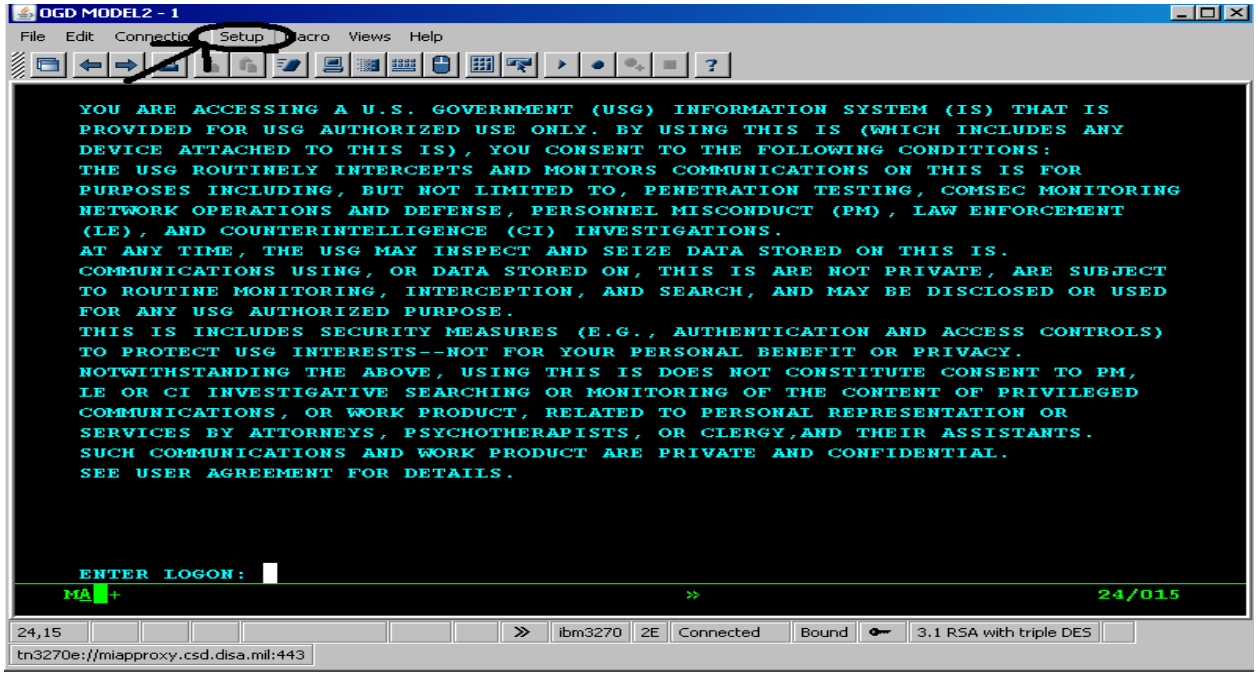


7.7: Successful Connection with the New Terminal Model

The terminal model you selected is now associated with this session and from now on when you open this session it will emulate that terminal model. (You do not need to get into the Setup Connection every time you log in).

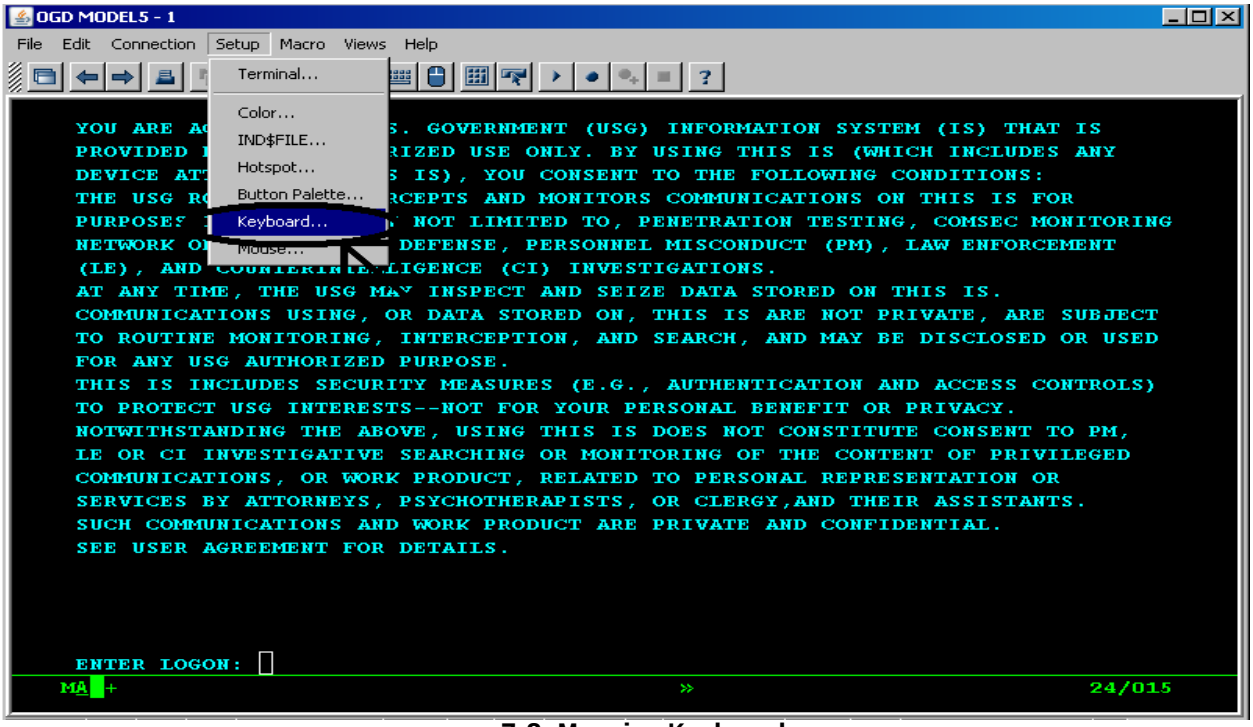
7.8 Keyboard Mapping

Click on Setup from the session tool bar.



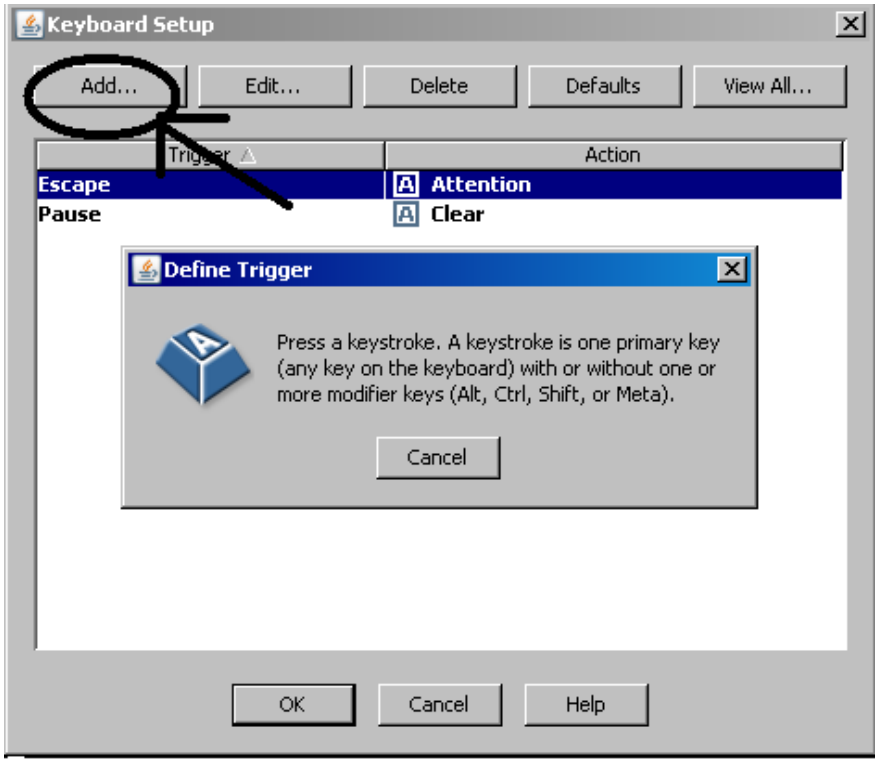
7.8 Mapping Keyboard

Click on keyboard from the dropdown.



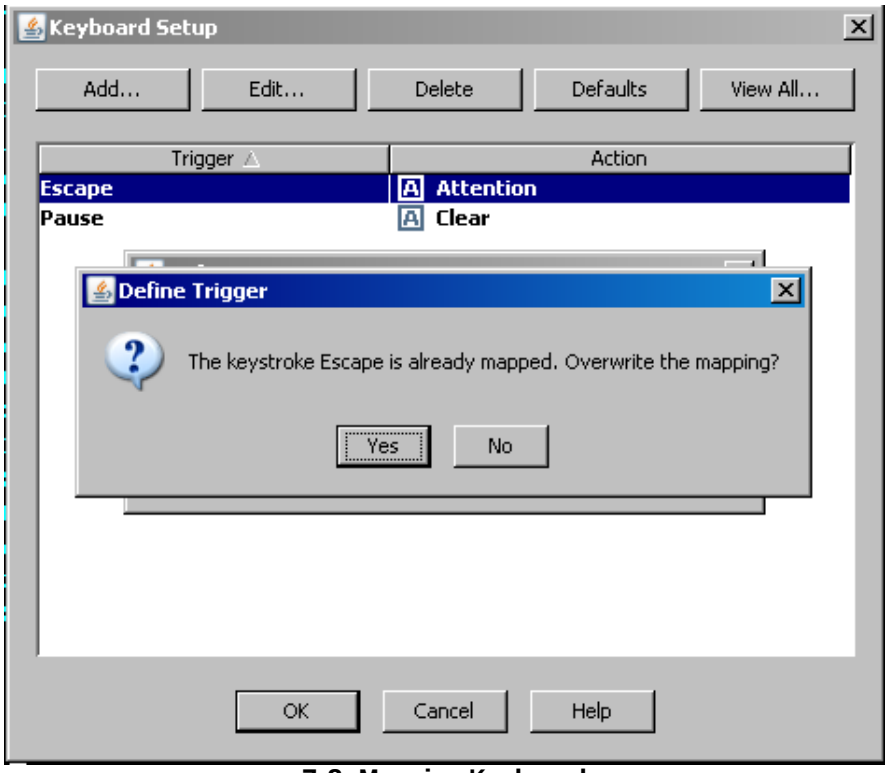
7.8 Mapping Keyboard

Click on add and the Define Trigger box will appear. Press the keystroke that you want to map. For example if you are remapping the “esc” key then press the “esc” key.



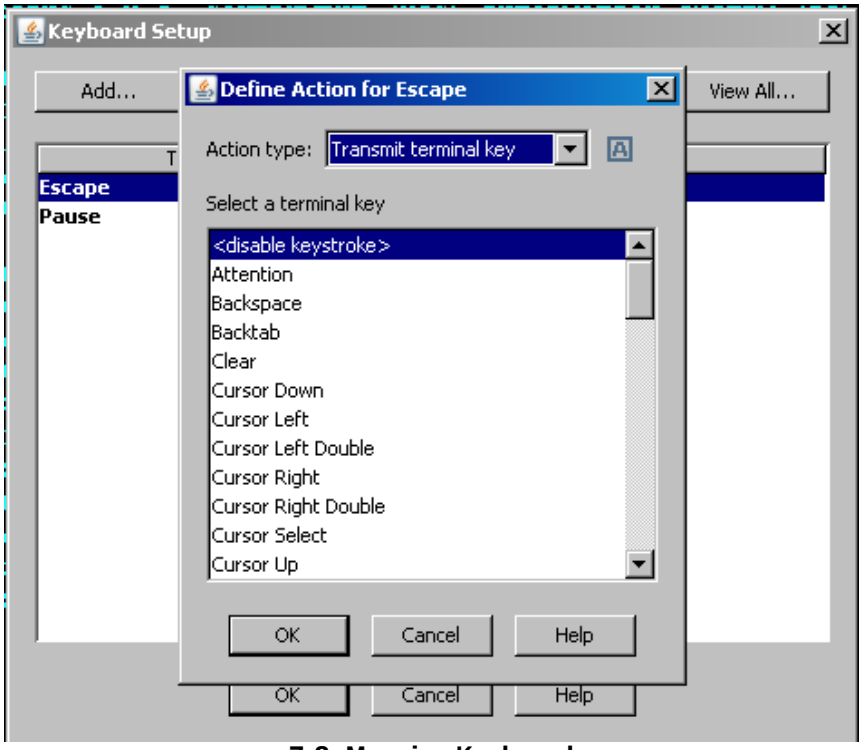
7.8 Mapping Keyboard

If the key is already mapped you will receive “The keystroke Escape is already mapped. Overwrite the mapping?” Click yes if you are going to overwrite the current mapping.



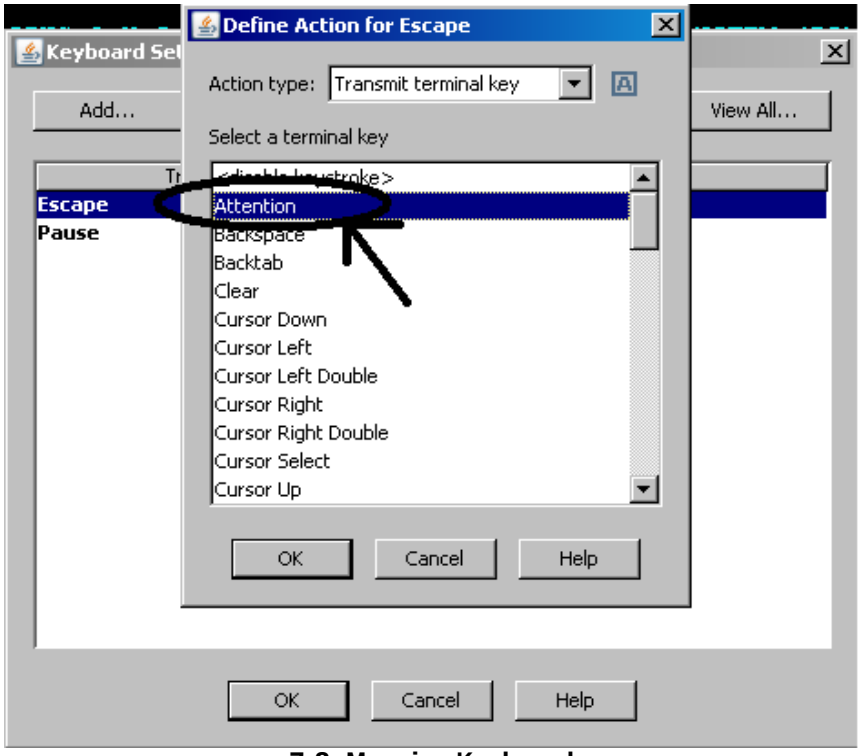
7.8 Mapping Keyboard

The Define Action box will appear. You will need to scroll down to find the action that you want the key to perform.



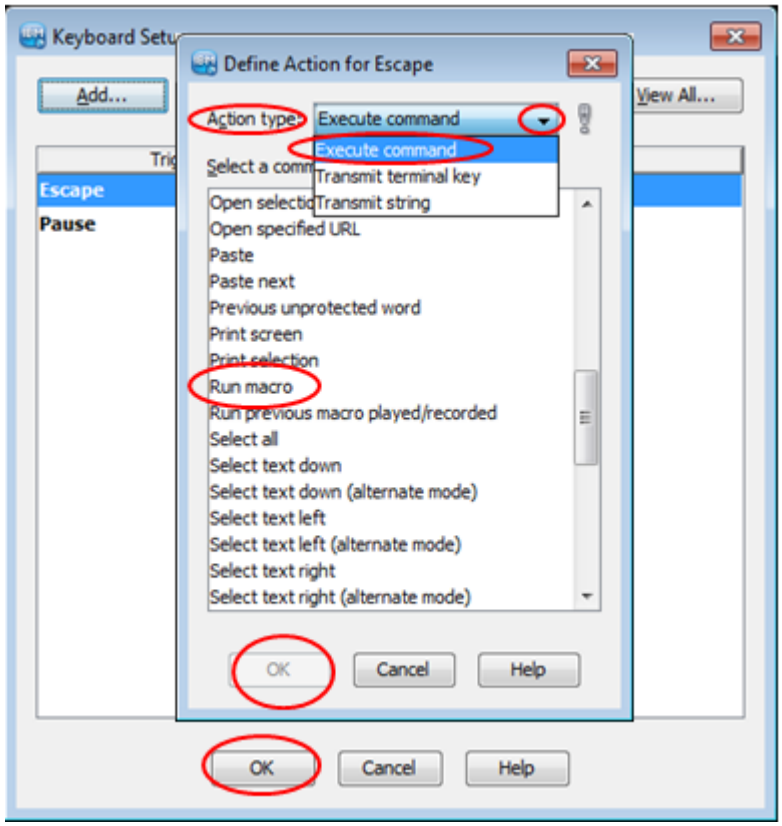
7.8 Mapping Keyboard

Click on the terminal key that you want to map as the action and click ok and click on ok to save the keyboard setup.



7.8 Mapping Keyboard

Macros can also be mapped. Select the terminal key that you want to map and the Define Action box will appear. To map a macro select **Execute command** in the Action type drop down. Scroll down to find **run macro**. Select **OK** and **OK** again to save the keyboard setup.



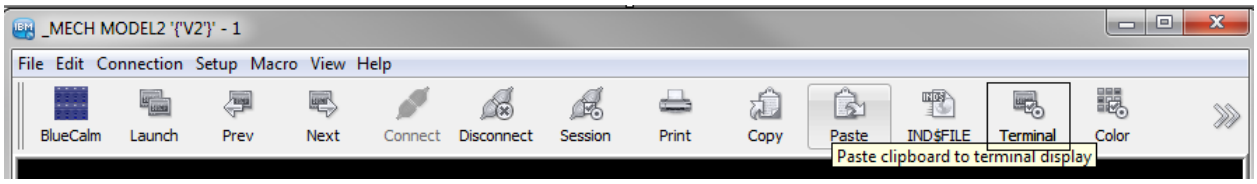
7.8 Mapping a Macro

7.9 Toolbar

Use the Toolbar command on the Setup menu to customize the toolbar. You can display toolbar buttons with or without descriptive text, and customize the toolbar by arranging the toolbar buttons according to your preference.

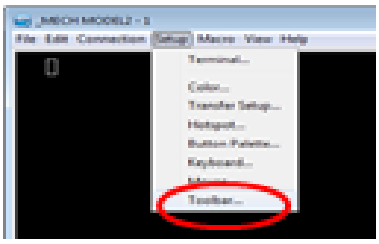
The toolbar can be "docked" to the terminal window or free standing. Drag the toolbar to the top, left, bottom, or right border of the terminal window. A red box outlines the toolbar as you move it to the new docking location. You cannot dock the toolbar to a border that already has a button palette or keyboard docked at the same border.

Choices on the toolbar reflect selections associated with the profile for this session. Place the cursor over a toolbar button (without clicking the mouse) to see a descriptive tool tip.



7.9 Toolbar Descriptive Tool Tip

Click the **Toolbar** command on the Setup menu to customize the toolbar.



7.9 Setup menu Toolbar selection

Note: Use the Toolbar command on the **View menu** to hide or display the toolbar. This command is also available from the FTP window if it is available within the profile for this session.

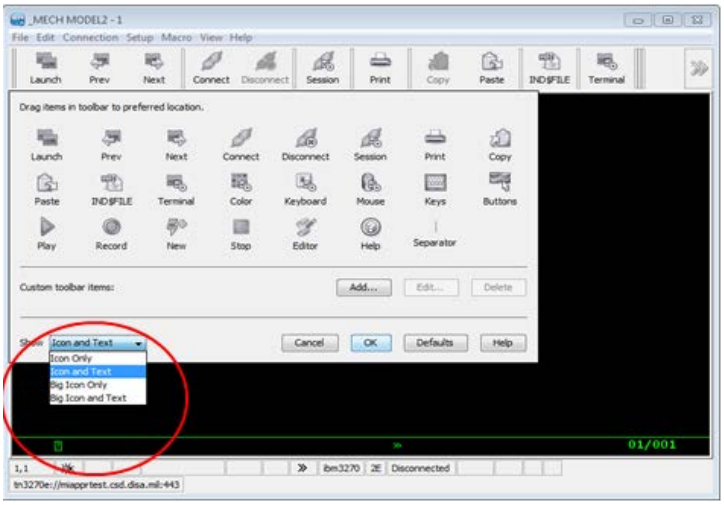
This command is also available from Setup menu in the IND$FILE Transfer window.

The Toolbar Setup dialog box includes the current toolbar configuration and a set of buttons to use when configuring the toolbar. You can drag buttons to a new location within the toolbar, or you can drag buttons away from the toolbar to remove them. Use the buttons in the lower portion of the dialog box to add new buttons.

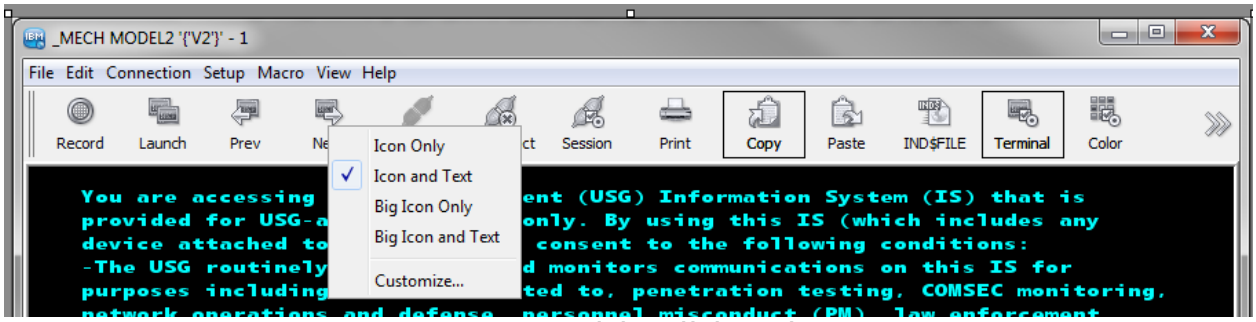
The custom toolbar item actions include Show, Add, Edit and Delete.

7.9.1 Show

You can use small buttons containing icons only, or you can use larger buttons including descriptive text. When the toolbar is displayed, you can also right-click in the toolbar to choose a display option.



7.9.1. Toolbar Setup screen



7.9.1 ICON Right Click options

Icon Only	Display icons in the toolbar without text
Icon and Text	Display buttons with descriptive text included on each button
Big Icon Only	Display large icons in the toolbar without text
Big Icon and Text	Display large buttons with descriptive text included on each button

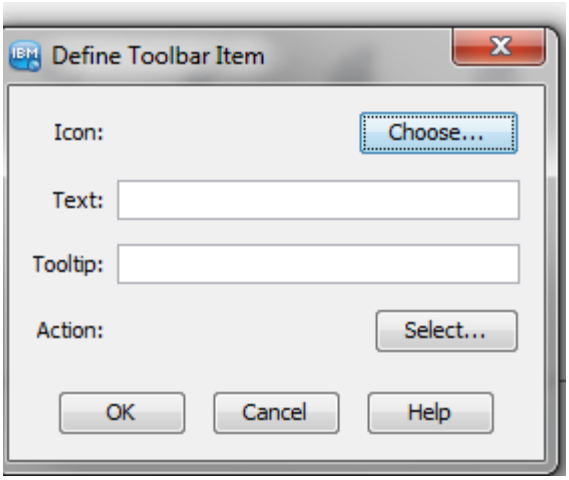
If there are more icons than can fit across the top of the screen, click on the **>>** in the top right corner to display the additional icons down the right hand side of the screen. Click it again to hide the additional icons.

7.9.1. Additional Toolbar Icons Available

You can create a custom toolbar icon and associate it with an action, then add it to the toolbar.

7.9.2 Add

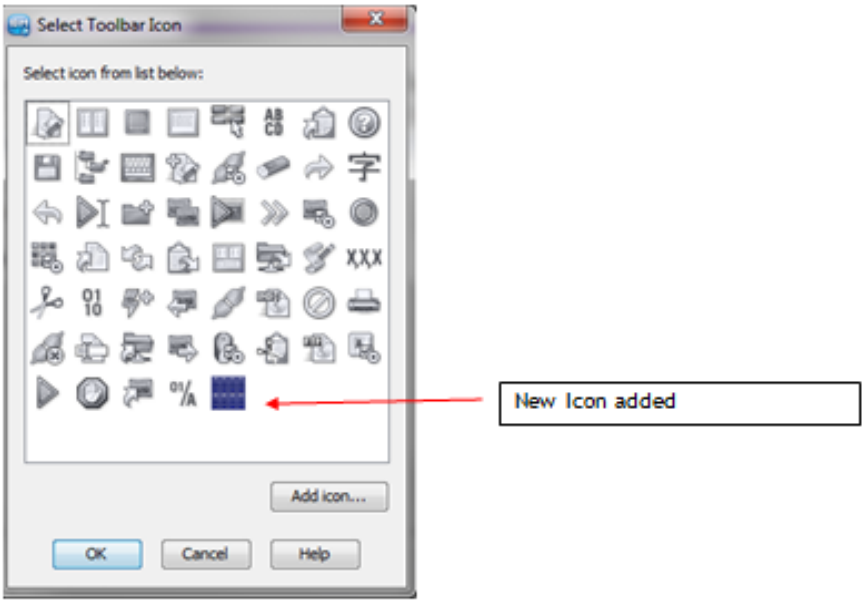
Click **Add** to open the Define Toolbar Item dialog box.



7.9.2 Add Toolbar Item Dialog Box

You can create a custom toolbar item and associate it with an action.

Icon Click Choose to open the Select Toolbar Icon dialog box. When creating a custom toolbar button, you can select from the standard Reflection icons available here, or you can click Add Icon to browse to a different set of icons available on your machine. The new button will appear in the list of button options.



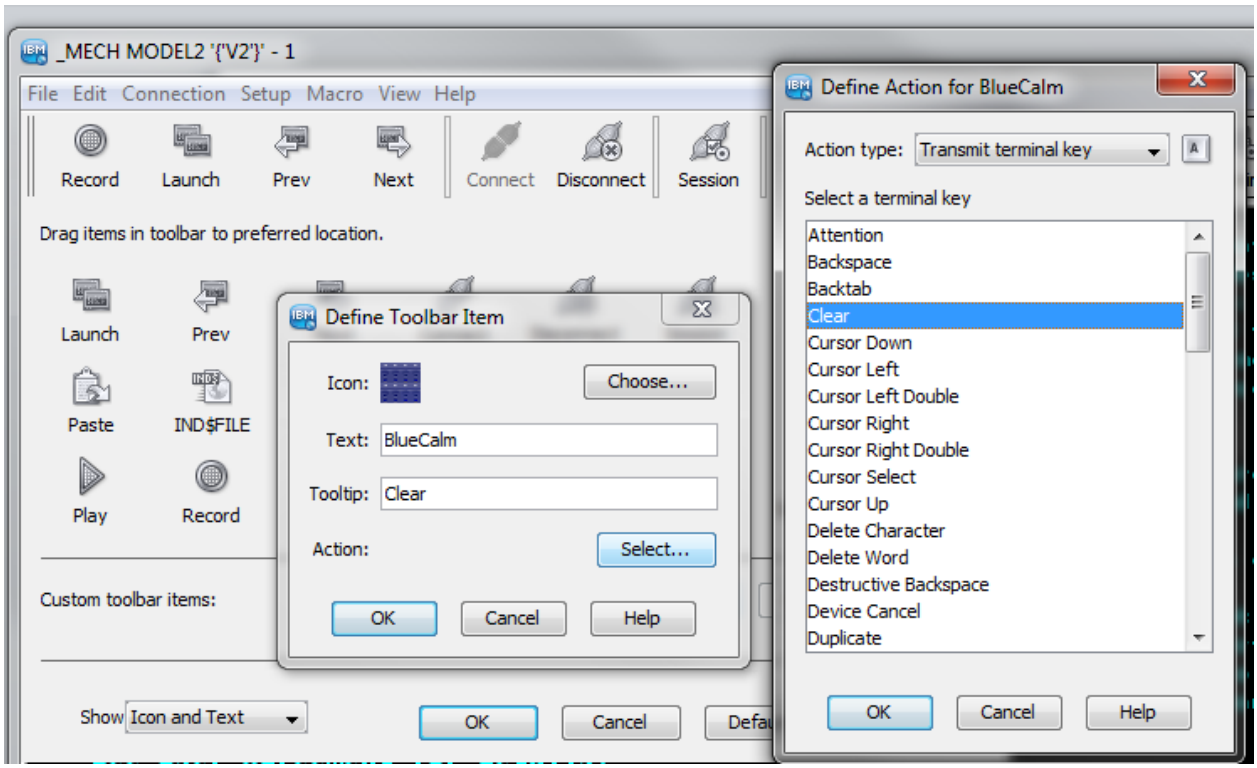
7.9.2 Select Toolbar ICON Dialog Box

Text Type in the text to be associated with this button. This text is displayed when you choose the Show Icon and Text or Show Big Icon and Text option on the Toolbar Setup dialog box.

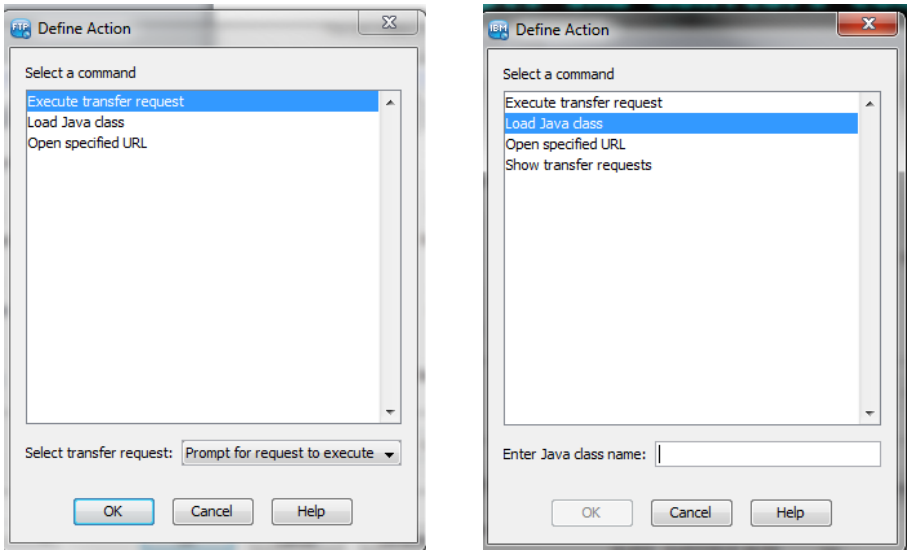
Tooltip Type in the text to be displayed as a tooltip when you hover over the toolbar with your mouse.

After completing this information, the Define Action dialog box opens, allowing you to choose an action to be associated with the toolbar button. The Action selection will vary depending on the session type. The examples shown below are for telnet window sessions. The display will be different for FTP window and IND$FILE Transfer window sessions. Select an **Action type** and then do the following, depending on your selection:

- **Execute command—**Choose a command from the list of available commands. Some commands allow you to specify a parameter such as a URL, macro name, transfer request, or java class.
- **Transmit string—**Type the string you want to transmit in the **Enter a string** field.
- **Transmit terminal key—**Select a terminal key from the list.
- **Click OK**

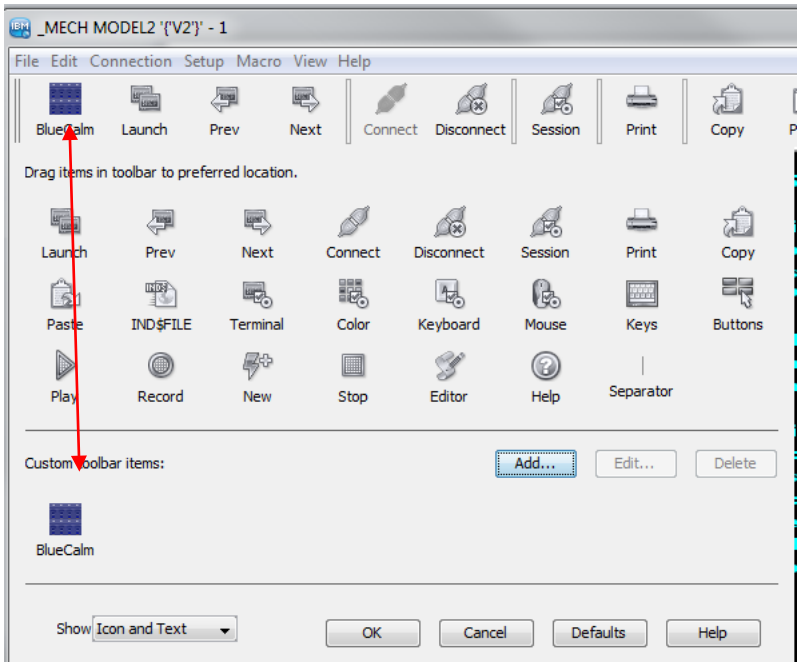


7.9.2 Adding Tooltip Text and Action

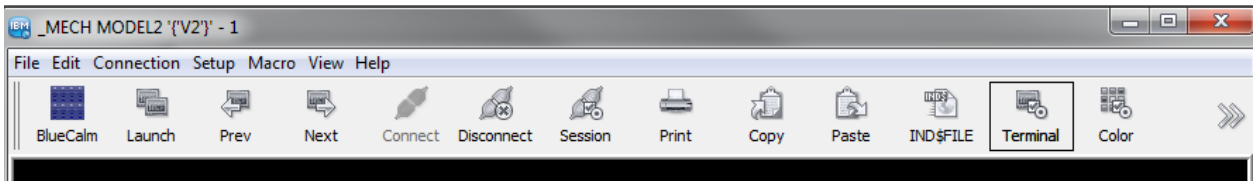


7.9.2 Action examples: left – FTP, right - IND$FILE

Once the ICON is created and added as a Custom Toolbar item, drag it up to the toolbar for display.



7.9.2 Toolbar Setup Panel Showing New ICON



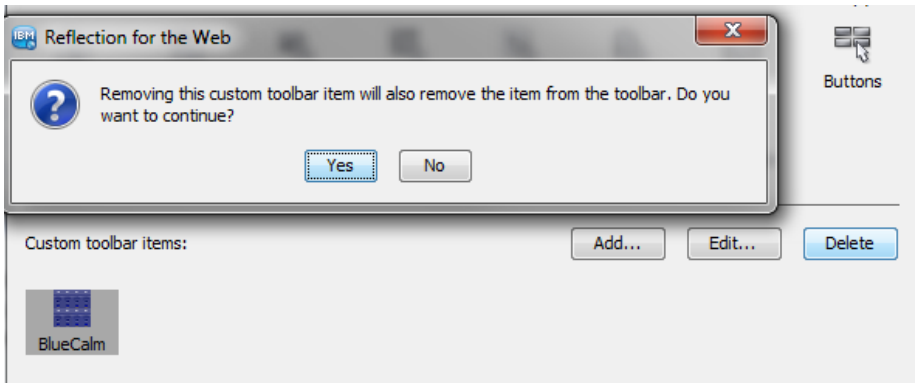
7.9.2 Toolbar showing new ICON

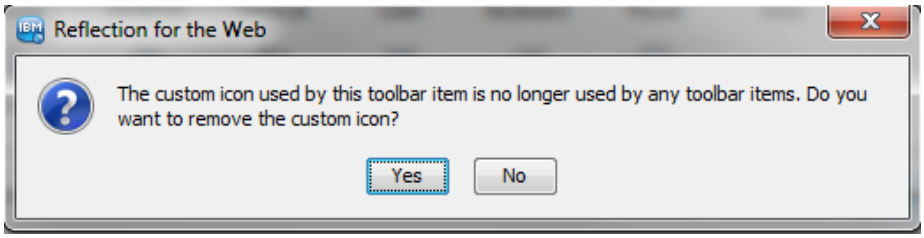
7.9.3 Edit

Only custom toolbar can be edited. Click **Edit** to change an existing custom toolbar button. A panel will open similar to the panel open in 7.9.1.2. Click on the field(s) to be changed. Click OK when complete.

7.9.4 Delete

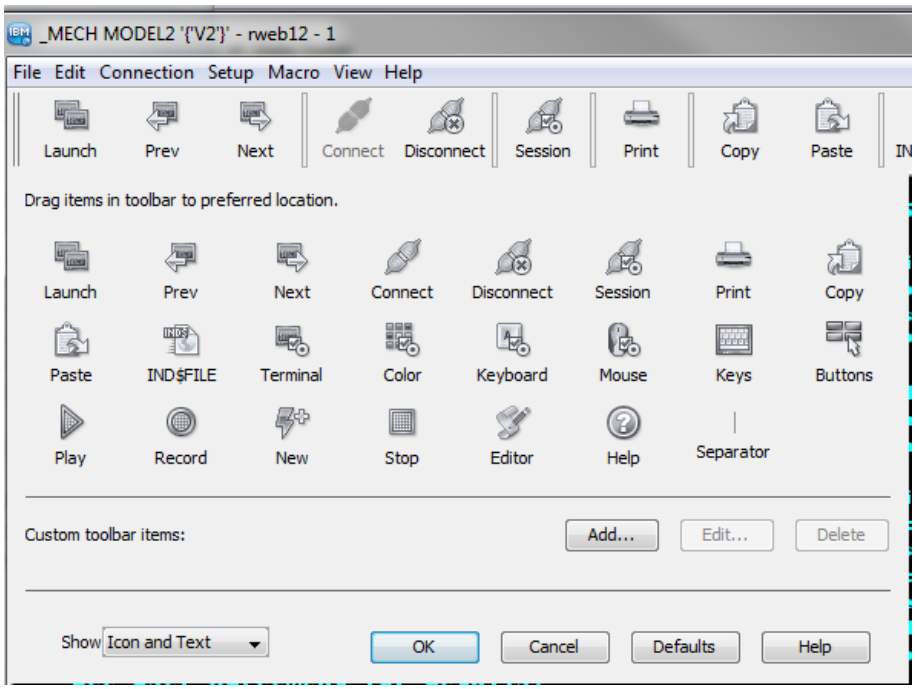
Only custom toolbar items can be deleted.Select the item to be deleted. Click **Delete** to remove the custom toolbar button. You will receive a delete confirmation prompt.





7.9.4 Delete Confirmation Prompts

The Custom Toolbar item will be deleted from the setup panel and from the toolbar.



7.9.4 Toolbar After deletion

7.10 Macros

A macro is a series of keyboard actions that you can record while using Reflection for the Web, and then run. They can be stand-alone or they can be tied to a keystroke, a

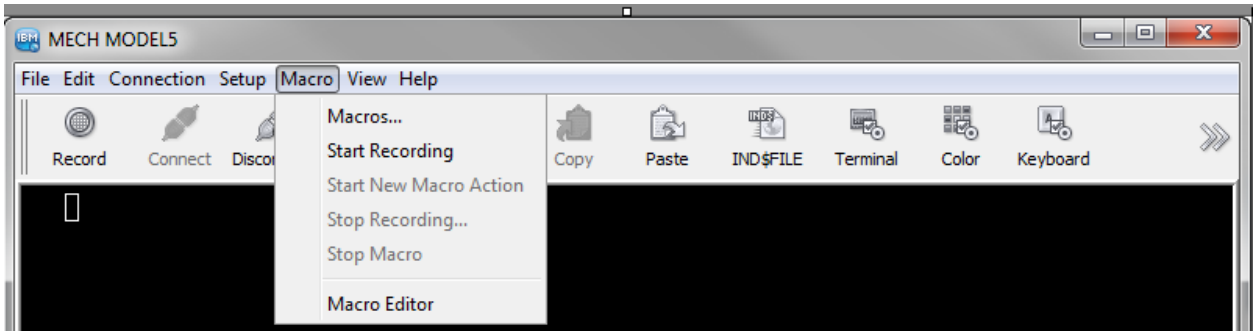
button, a mouse trigger or a toolbar button. They can also be set to run first when the session starts.

This section describes

- Macro Menu: options available
- Recording Macros: Creating and saving
- Running Macros
- Editing Macros

7.10.1 Macro Menu

To open the Macro menu, select "Macro" from the terminal toolbar. Use the topics in this section to find information about the Macro menu commands.



7.10.1 Macro Menu

Macros: Opens the Macros dialog box, where you can select a macro to run, and also edit, create, import, export, and delete macros.

Start Recording: Use the Start Recording command to start recording a macro.

Start New Macro Action: Use the Start New Macro Action command to force the macro recorder to create a new action within a macro in order to prompt for or embed data in the macro.

Stop Recording: Use the Stop Recording command to stop recording a macro, name it, and set options.

Stop Macro: Use the Stop Macro command to stop running a macro.

Macro Editor: Recorded macros are saved as JavaScript. You can edit a macro to extend its capabilities, or create other macros.

7.10.2 Recording Macros

Click Start Recording on the Macro menu to begin recording a macro. You do not need to give the macro a name until you stop recording. As the macro is recorded, each action you perform (for example, moving the cursor from field to field, entering data, and transmitting data to the host) is recorded until you click

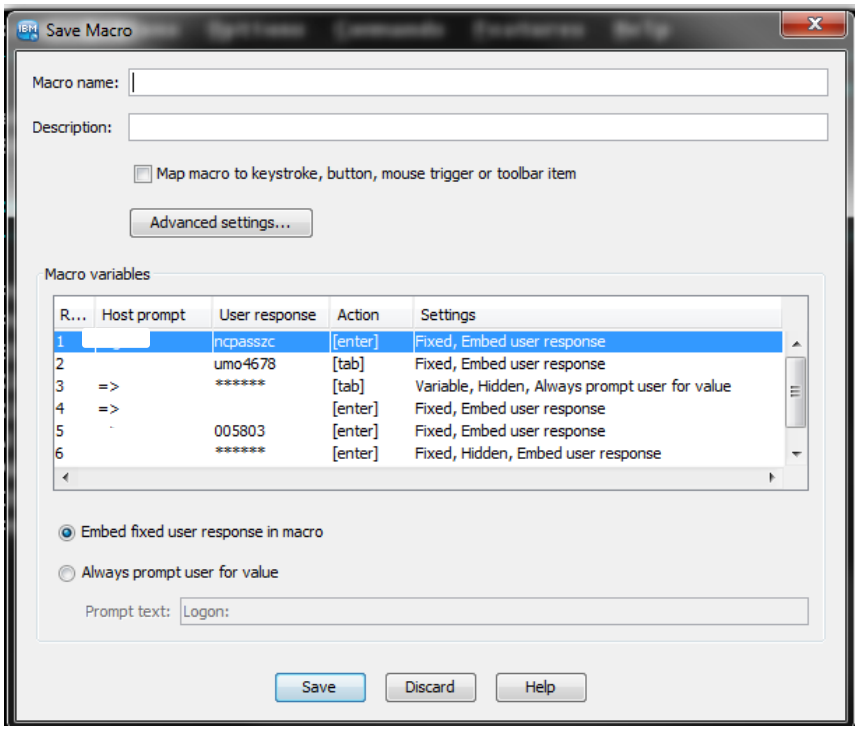
Stop Recording on the Macro menu. When you click Stop Recording, the Save Macro dialog box opens, where you can name and edit the macro.

With field-oriented hosts such as IBM and Unisys, each entry field has an associated action. You can define each macro action that is shown as fixed and embedded in the macro, or as a value to be prompted for. This lets you create macros that use some values the same every time, but prompt you for other values that vary each time the macro is run.

However, some host systems, such as VT, do not define actual display fields on the screen, even though data may appear to go into separate fields. When you record macros on these hosts, entry data that appears to be in different fields may be captured by the recorder as a single item, creating just one macro action for that entry.

7.10.2.1 Saving Macro

Clicking Stop Recording stops recording the current macro and opens the Save Macro dialog box. The options shown below are available prior to saving a macro. After a macro has been saved, all editing is done to its Javascript .

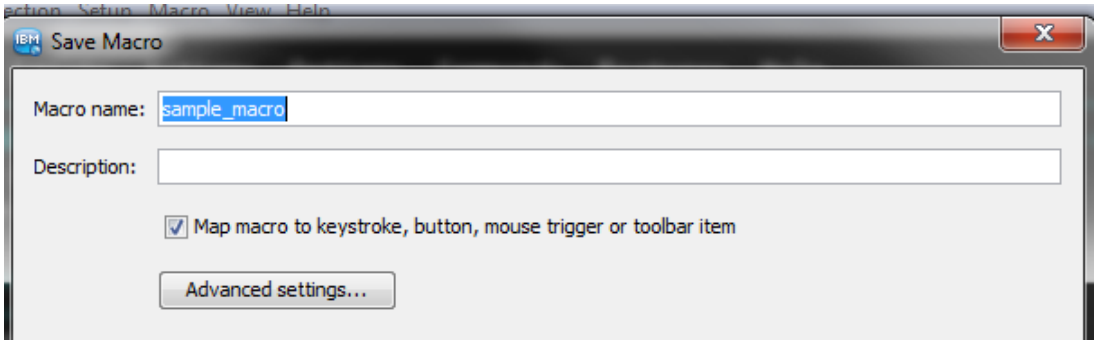


7.10.2.1 Save Macro dialog box

Macro name: Enter a name for the macro.

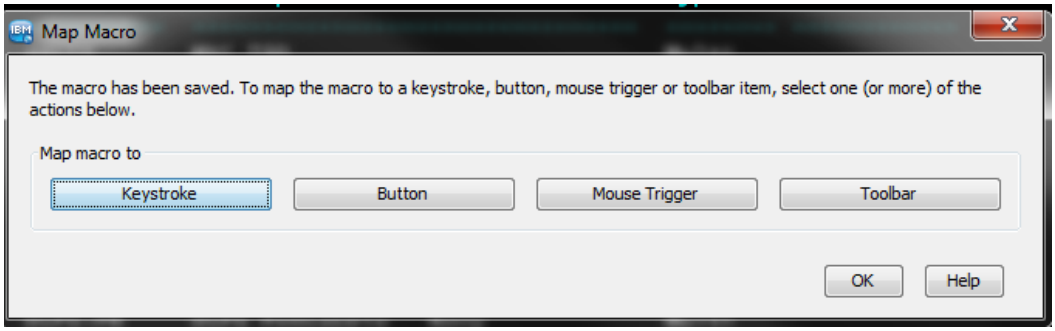
Description: Enter a description of the macro (optional).

Map macro to keystroke, button, mouse trigger, or toolbar button: To provide easy access to the macro, you can map it to a keystroke, a button, a mouse trigger or a toolbar button.

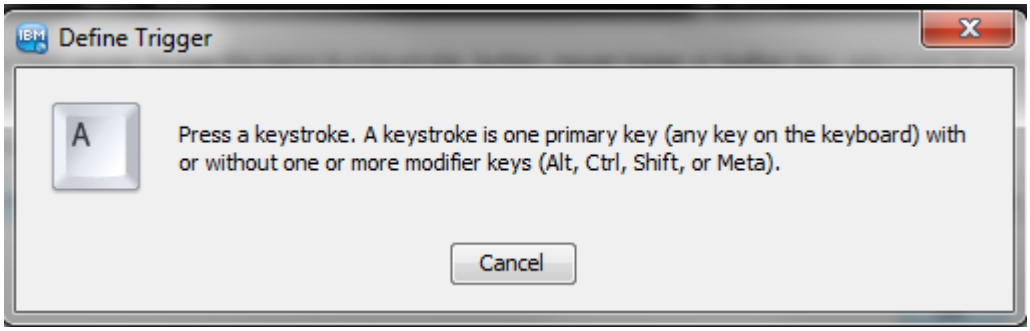


7.10.2.1 Map Macro Check Box

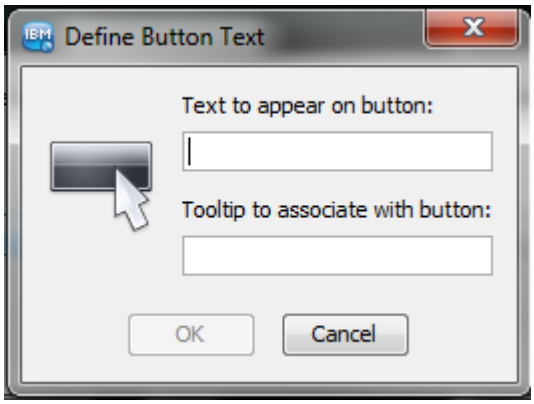
If you select this option when you create the macro, the Map Macro dialog box appears after you save the macro. The options are to map the macro to: Keystroke, Button, Mouse Trigger and Toolbar. You can choose any combination of these options for mapping.



7.10.2.1 Map Macro Selection

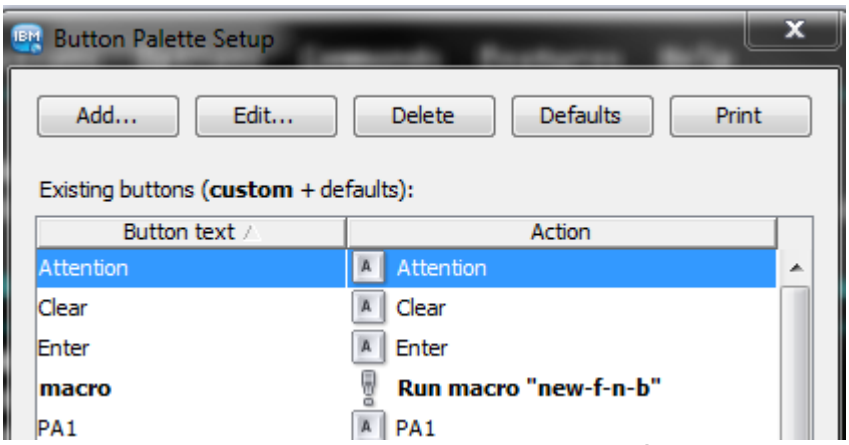


7.10.2.1 Map Macro To Keystroke. See **7.8 Keyboard Mapping** for details.

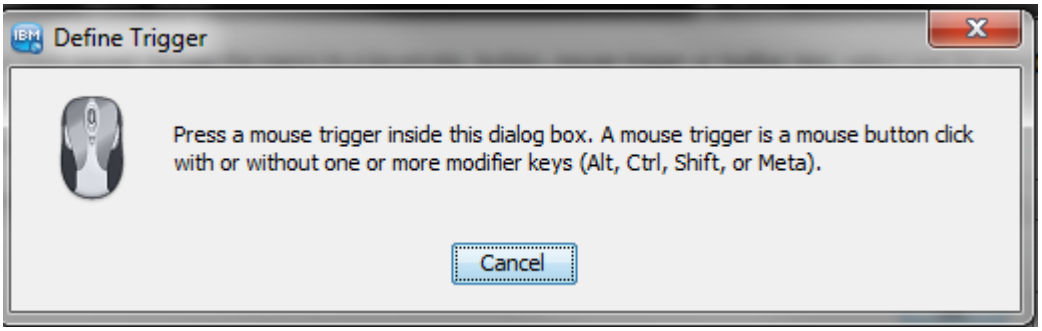


7.10.2.1 Map Macro to Button

Enter the text and the tooltip. Once complete, select enter. The new button will be available in the Button Palette where it can be edited.

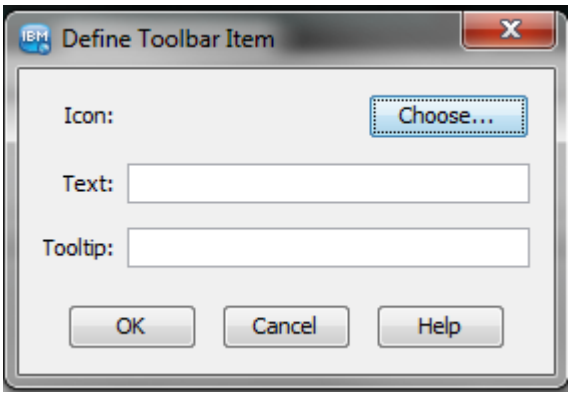


7.10.2.1 Macro Button In Button Palette



7.10.2.1 Map Macro to Mouse trigger

Mouse mapping is the association of a mouse click or mouse click combined with a modifier key such as Ctrl, Alt, Shift, or Meta (the "trigger") with particular actions: Reflection can transmit a terminal function or a string to the host when you press the mapped mouse click.



7.10.2.1 Map Macro to Toolbar Item

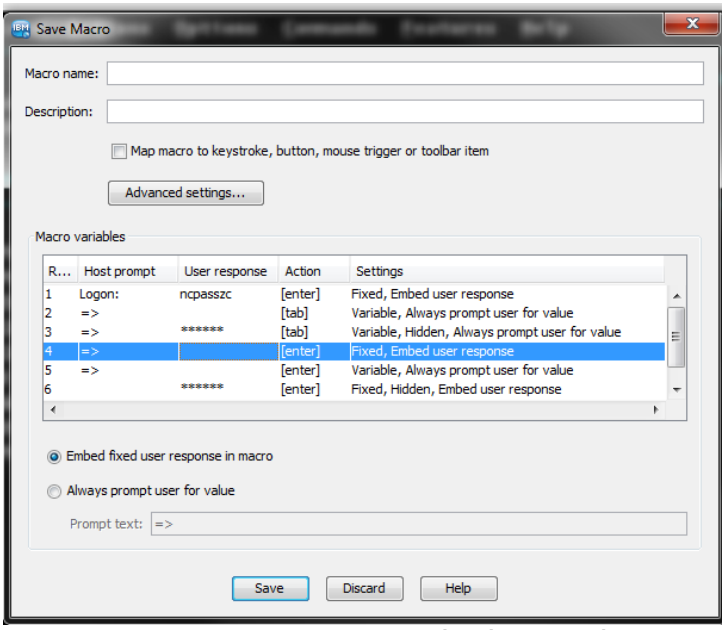
See **7.9.2 Add**ing Toolbar Item for details.

You can also map a macro to any of these actions at any time after you have saved the macro. See**7.8 Keyboard Mapping** for an example.

Advanced settings: Opens the Advanced Macro Settings dialog box, allowing further customization of the macro. See 7.10.2.2 Advanced Macro dialog box for details.

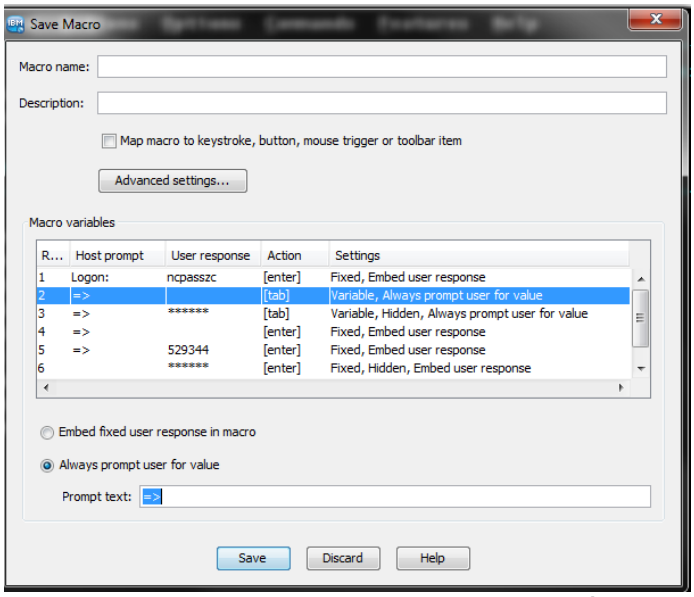
Macro variables: This table shows each step in the macro. Columns show the prompt given by the host, the response, the action performed after the response was entered, and whether the response is requested from the user while the macro runs or whether it is provided by the macro based on the original entry. To change settings, use the buttons on the screen: "Advanced Settings"; "Embed fixed user response..."; "Always prompt..."; and "Prompt text".

Embed fixed user response in macro: Select a step from the table and choose this option to embed the response you gave when you recorded the macro. Reflection automatically uses this response when running the macro.



7.10.2.1 Save Macro Embed Example

Always prompt user for value: Select a step from the table and choose this option to prompt for a user response.

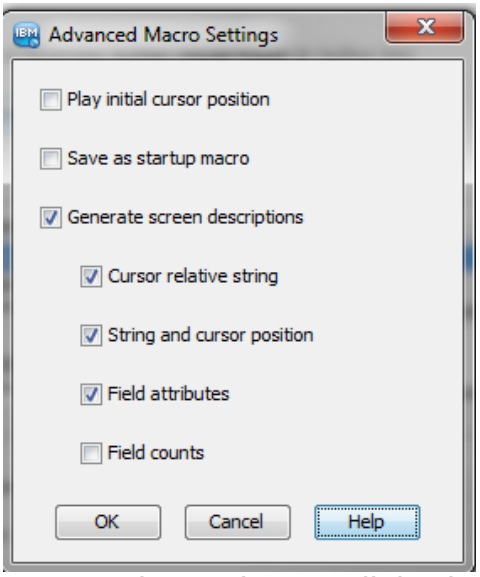


7.10.2.1 Save Macro Prompt Example

Prompt text: If you selected Always prompt user for value, enter the prompt text here.

Click **Save** to save the macro, or **Discard** if you do not want to save the macro.

7.10.2.2 Advanced Macro dialog box



7.10.2.2 Advanced Macro dialog box

Play back initial cursor position: Choose this option to automatically move the cursor to the position it occupied when you began recording the macro. Note that the host may restrict cursor movement, and if the cursor is not in the right place and cannot be moved the macro will not play back.

Save as startup macro: Choose this option to run the macro automatically when you start the session. You can have only one startup macro per session.

Generate screen descriptions: When enabled, the macro recorder attempts to save a usable screen description for each step of the macro. Each of the options you select is tried in turn, based on the order listed below, until one of the methods succeeds in generating a valid screen description. When this option is not enabled, a generic screen description is used for all steps of the macro, allowing the macro to match anything

Cursor relative string: Cursor relative strings are the most accurate, and the preferred, method for generating macro screen descriptions; they specify the location of the host cursor in relationship to some preceding prompt text.

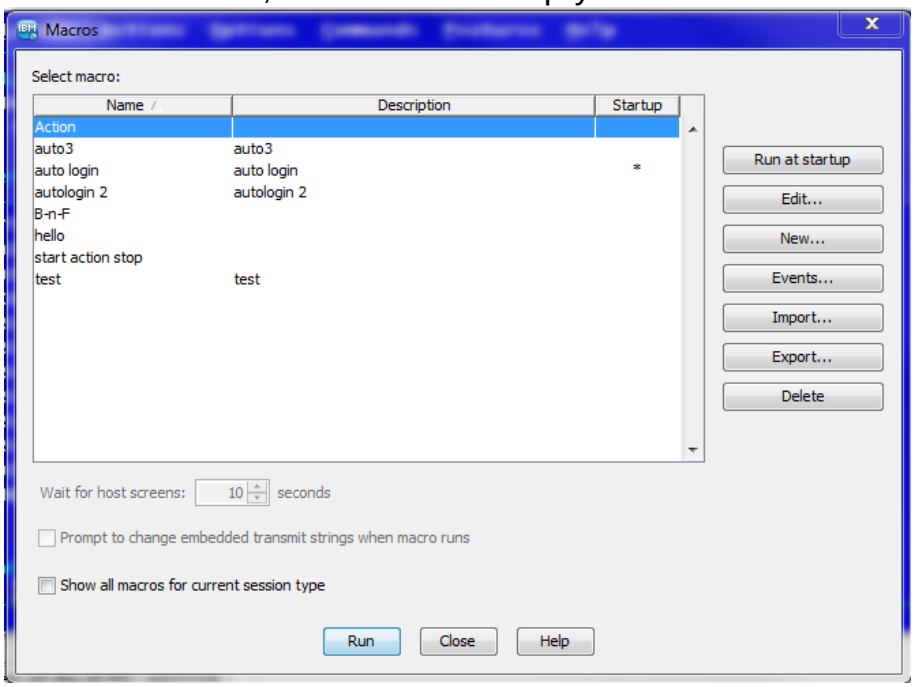
String and cursor position: String and cursor position screen descriptions specify some strings on the host display and the location of the host cursor, though the cursor is not identified as being relative to any prompt text. Recognizing screens based on these criteria is also a highly accurate method of macro screen descriptions.

Field attributes: Field attributes are not as descriptive as strings and cursor positions when macro screen descriptions are created, but if the host screens encountered by the macro contain variable data, using just field attributes can be more reliable than the methods above.

Field counts: Recording just the number of fields is the most generic method for generating macro screen descriptions and does not rely on specific screen text or field attributes.

7.10.3 Running Macro

Click **Macros** on the Macro menu to open the Macros dialog box. Macros can be recorded and saved locally by individual. The macro list will be displayed. If no macros have been recorded, the list will be empty.



7.10.3 Macro List

To run a macro, select it in the **Select macro** list and click **Run**. To stop playing back a macro, click **Stop Macro** on the Macro menu.

The list of macros to select includes the **Name** of the macro, a **Description** (optional), and the **Startup** setting (*) that indicates if the macro is to be run automatically when the session starts up.

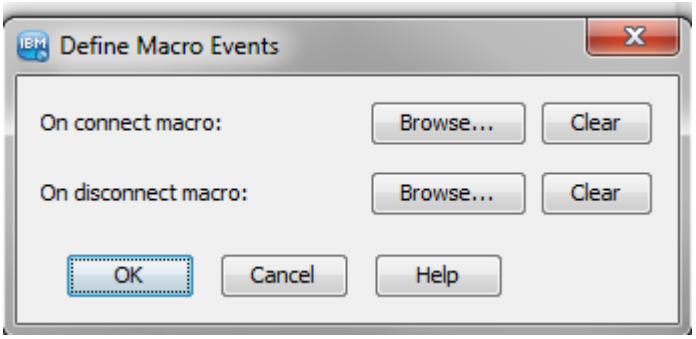
You can configure and run macros using the following options:

Run at startup	Click this button to designate a macro to be run when you start the session. You can have only one startup macro per session.
Clear startup	Choose the designated startup macro and click this button to stop running the macro at startup. (If a macro has a “*” in the startup column, the top button will display “Clear startup” instead of “Run at startup”>
Edit	Opens the Macro Editor with the contents of the selected macro. The Edit button is disabled if the macro is not a script-

based macro, and therefore is not editable.

New Opens the Macro Editor with a new empty window, in which you can write a macro from scratch.

Events Opens the Define Macro Events dialog box, where you can assign macros to a connect event and a disconnect event. This button is not available if no macros are available.



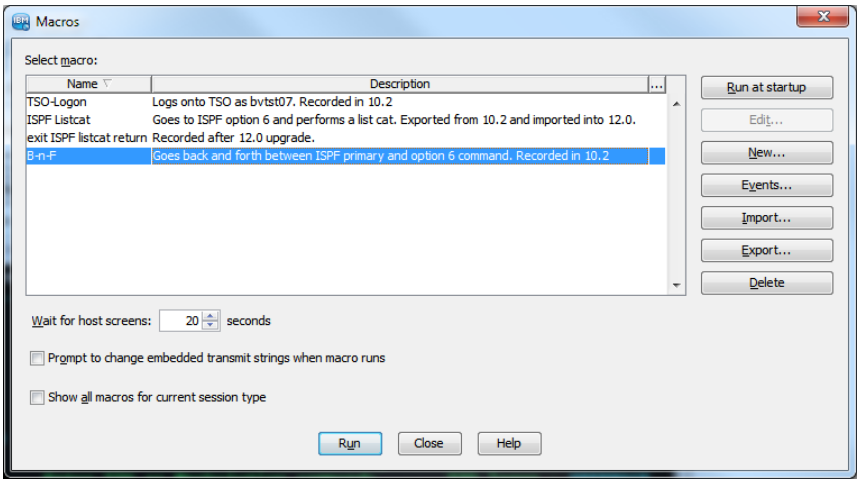
7.10.3 Define Macro Events panel

Import Click this button to browse for and add a macro.

Export Click this button to save a macro to a location from which it can be imported to other sessions. You can place the macro in a shared directory or in a known location from which it can be imported or e-mailed to other users.

Delete Click this button to remove the macro.

Wait for host screens This option is available for **XML based macros** created in earlier versions of RWEB. The number of seconds to wait for host screens while the macro is running. This option is not available if the selected macro is script-based. For script-based macros, you can set the amount of time to wait for host screens in the macro itself. Regardless of the macro type, the default is 10 seconds.



7.10.3 Pre RWEB12 XML Based Macro Screen Appearance

Prompt to change embedded transmit strings when macro runs

This option is available for **XML based macros** created in earlier versions of RWEB. When you have a macro that includes embedded strings, the macro by default transmits the string immediately. Select this option to have the macro prompt for each embedded string. If you change any transmit strings from their original values as the macro runs, you will be prompted to save or discard your changes when the macro completes. If you save the changes, the macro transmits the new strings the next time it runs. This option is not available if the selected macro is script-based.

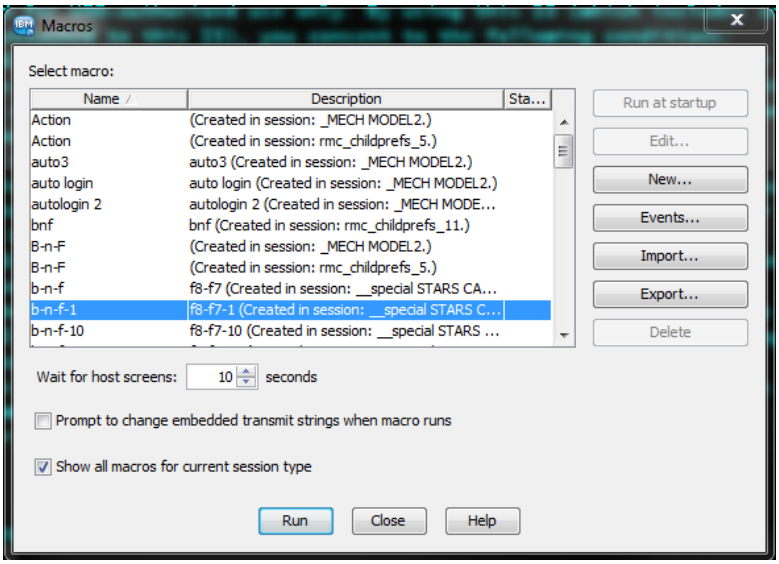
Note: Macro strings that are set to **Always prompt user for value** always display a prompt, regardless of this setting.

Show all macros for current session type

By default, this dialog box lists only macros created in the current session. Select this option if you want all macros created for this session type (for example, all macros created for IBM 3270 sessions) to appear in this list, even if these macros were recorded in other sessions. When this option is selected, the Description box includes the name of the session in which each macro was created.

Notes:

- This option applies only to macros created on the client machine; it does not apply to macros the administrator creates on the server.
- Macros may not run correctly if the screens encountered while running in one session don't match the screens that were captured when the macro was recorded in another session.

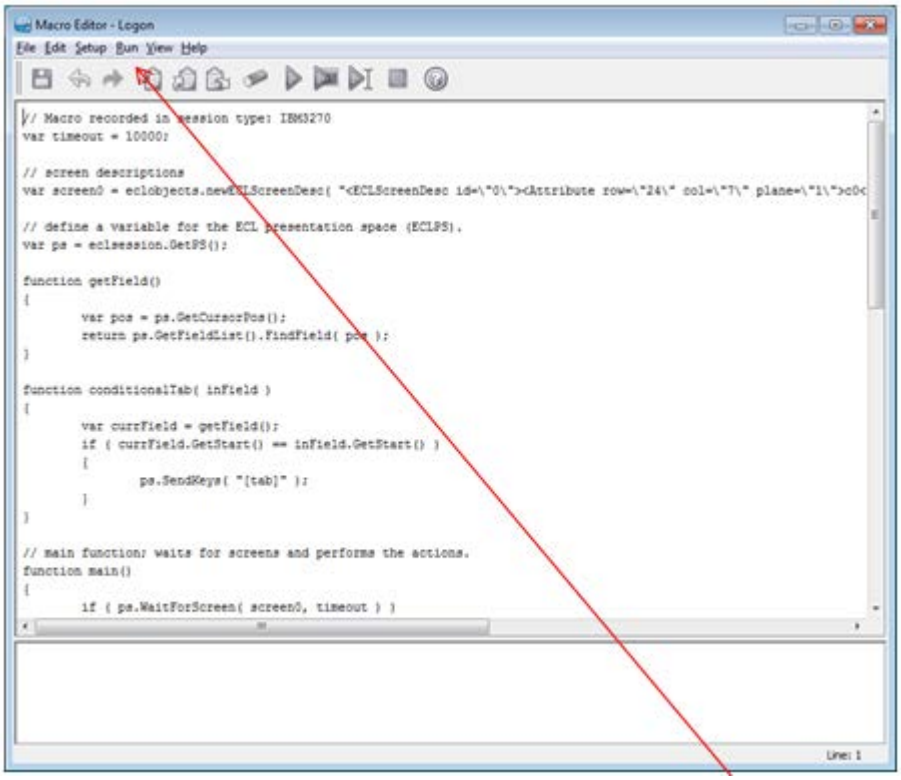


7.10.3 Show All Macros

7.10.4 Editing Macros

In RWEB12 macros can be created by recording key strokes and saving the macros as JavaScript, making it easy to edit and enhance your recorded macros. With the Macro Editor, you can also create macros from scratch to perform complex tasks that the recorder cannot capture. Versions prior to Reflection for the Web 2011 supported only XML-based macros, which could be recorded and run, but not edited. If you have Reflection XML-based macros, they will continue to run as they did before and they will remain as XML-based macros; no conversion to JavaScript is necessary. New macros, however, will get recorded as script-based macros.

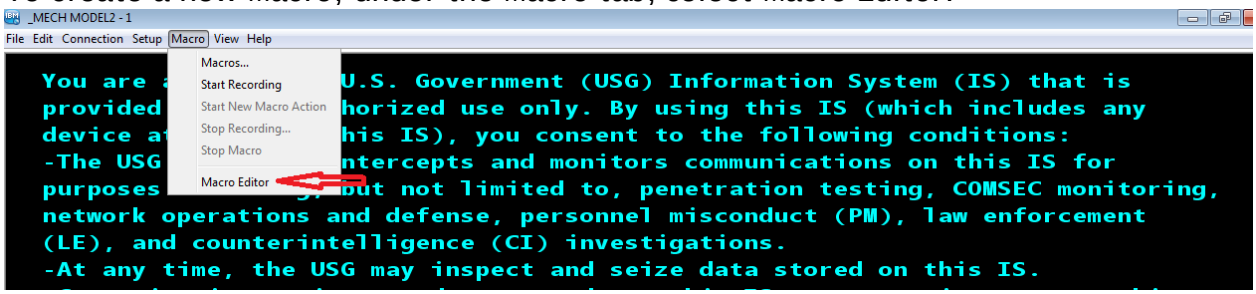
To edit macros, on the Macro list panel, select the macro to be edited. If it is a JavaScript based macro, the edit button will be enabled. Select edit and the Macro Editor window will open. Editing macros is for **advanced users**. There is help available by clicking the help tab on the Macro Editor.



7.10.4 Macro Editor Example of Existing Macro

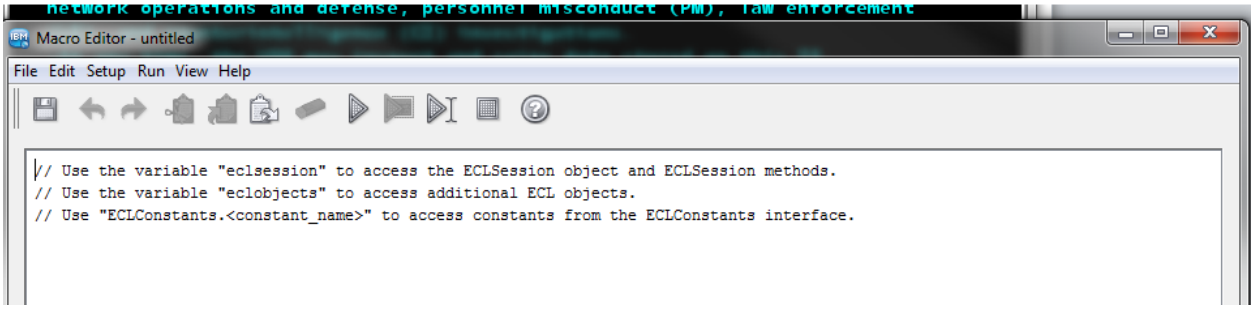
Note: If the script has errors, it will not run. The run button provides the capability of testing the script.

To create a new Macro, under the Macro tab, select Macro Editor.



7.10.4 Macro Options: Macro Editor

Alternately, you can select the “New” button on the Macro list panel.
Either will open a new Macro Editor window. Creating macros “from scratch” is for **advanced users**. There is help available by clicking the help tab on the Macro Editor.



7.10.4 Macro Editor Example of New Macro

8.IND$FILE Transfer Process

Use the Reflection for the Web IND$FILE Transfer window to transfer files between your computer and the host using the IND$FILE transfer protocol. You can drag files between the host and local panes in the IND$FILE transfer window, and use the toolbar or menu options to configure transfer options and create transfer requests.

This section describes the the IND$FILE transfer process. This section includes:
Starting the IND$FILE Transfer process
IND$FILE Transfer Set up
Using IND$FILE Transfer
Using transfer requests

8.1. Starting the IND$FILE Transfer Process

The following process using Time Sharing Option (TSO) outlines the steps necessary to accomplish a successful file transfer. Any problems and/or issues encountered should be detailed and reported to the appropriate DISA MIAP Service Desk, as listed above.

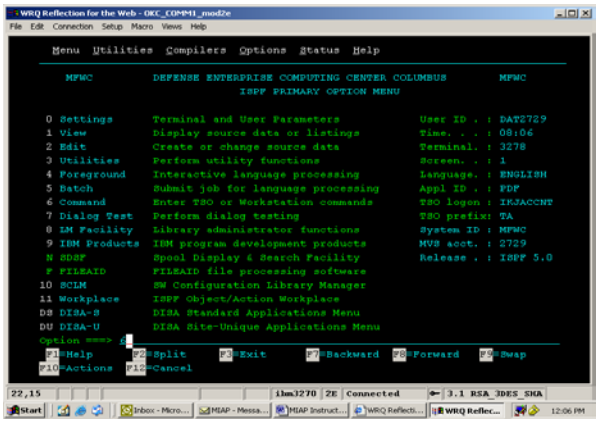
The screen prints included in this section are representative of the screens that will be presented to the user as the transfer process is followed. Some users will experience differences in screen presentation based on application variables.

**For MVS users using CL/SuperSession that require IND$FILE for uploads & downloads of files (Some Mechanicsburg applications under CL/SuperSession: MMA, CICPJ3, and other CICS's),make sure that SUPER-SESSION has file transfer mode turned on.
Go to TSO command 6 and enter "\FT" to turn it on SUPER-SESSION.**

8.1.1 Log onto a host system

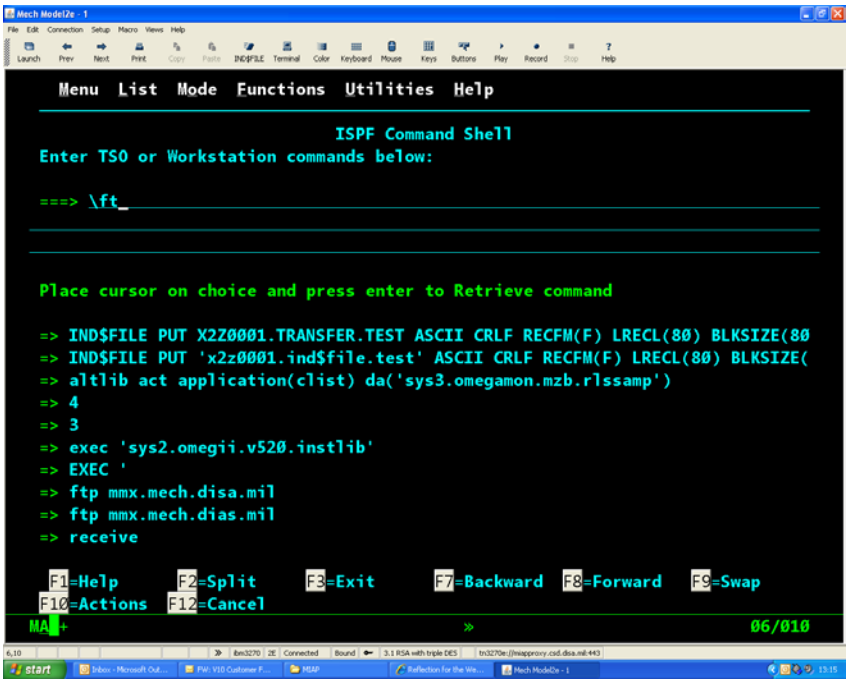
Log onto the host system and open a TSO session. Below is an example of the Interactive System Productivity Facility (ISPF) screen. This screen provides a menu of options the user is authorized to perform based on user profile.

From the ISPF primary option menu select the command option. In this example it is option 6. Then the ISPF command shell will be presented.



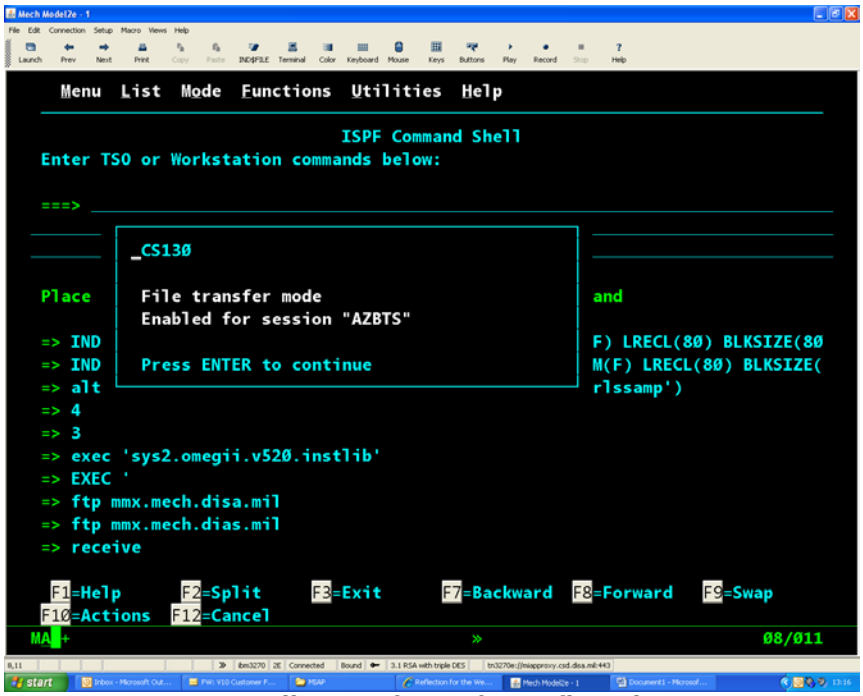
8.1.1: ISPF Primary Option Menu

8.1.2 ISPF Command Shell. TSO or workstation commands can also be entered on this screen. **For MVS users using CL/SuperSession, make sure that SUPER-SESSION has file transfer mode turned on, by typing "\ft", as shown below.**



8.1.2: ISPF Command Shell

File transfer mode turned on successfully.



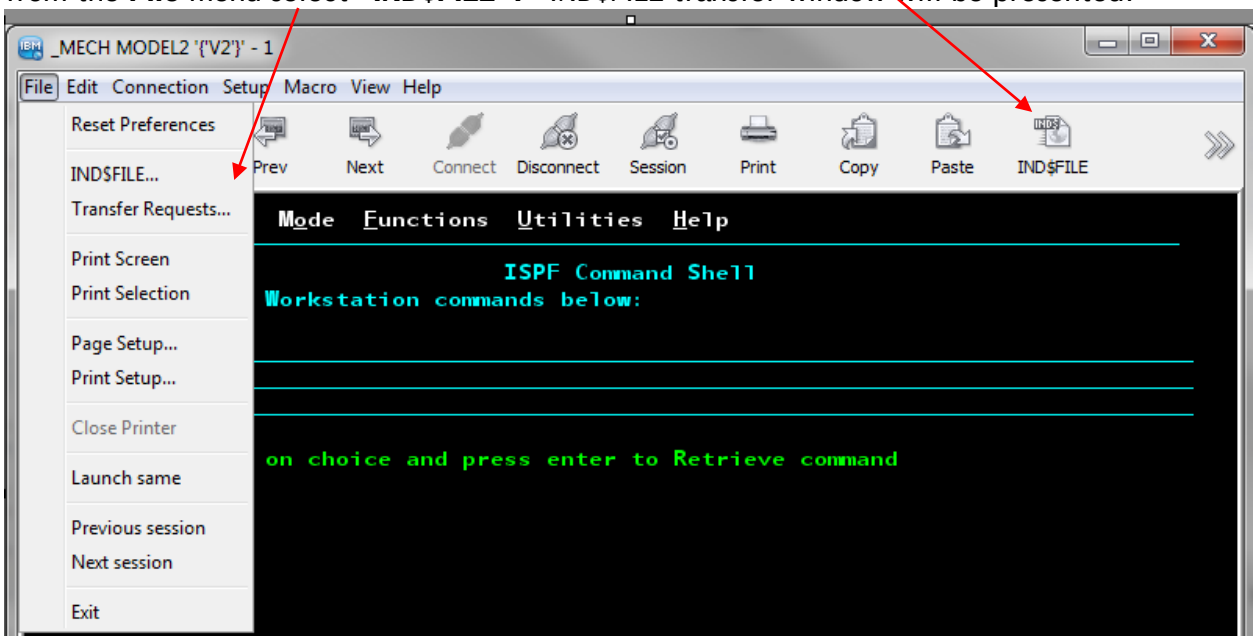
8.1.2: File Transfer Mode Confirmation

Other possible troubleshooting options when using CL/SuperSession:

Issue "\o" CL/SS command and change Query Passthru to "y" before starting the IND$FILE

Or "m"odify CICPJ3 from the CL/SS main menu, press F8, change Query Passthru to "y" before logging on to the CICS and starting the IND$FILE

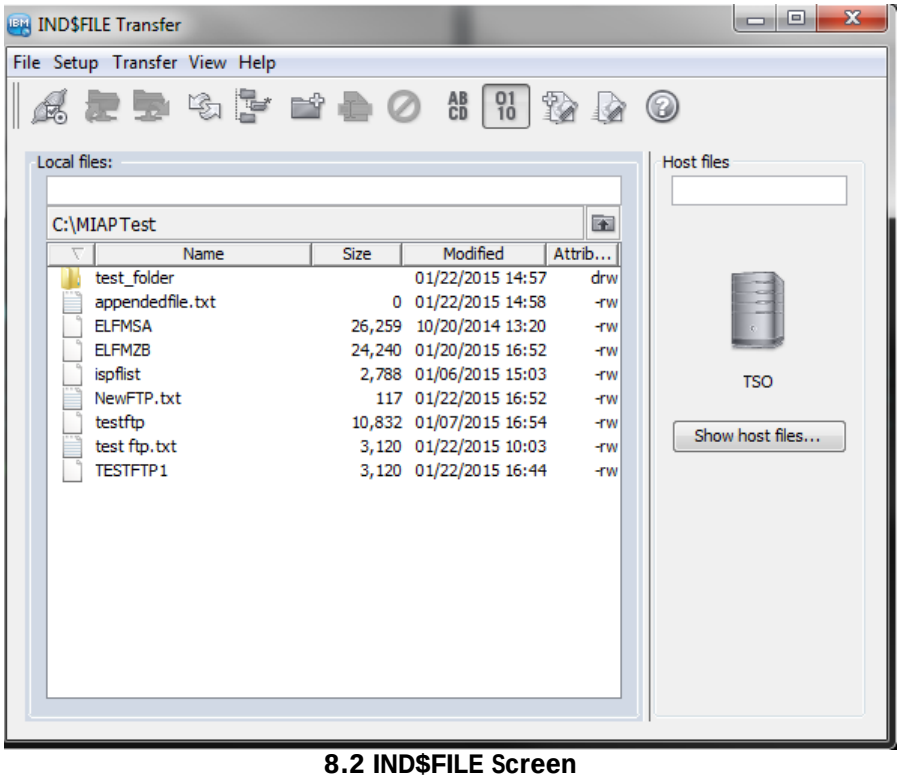
8.1.3 Select IND$FILE Transfer. Click on the 'IND$FILE' icon on the toolbar or from the **File** menu select "**IND$FILE".** IND$FILE transfer window will be presented.



8.1.3 Select IND$FILE Transfer

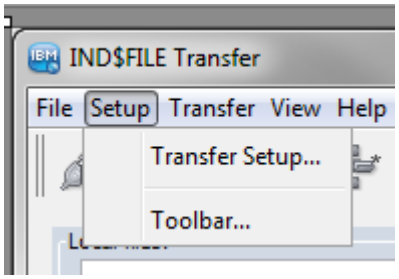
IND$FILE transfer window will be presented.

8.2 Setup. When the IND$FILE screen is presented, it looks like the screen below. The local files are displayed. The host files are not initially displayed. Click "Show host files" to display the list of files on the host



8.2 IND$FILE Screen

To configure your setting, select the Setup menu.



8.2 Setup Menu

Select "Transfer Setup…". This will open the IND$FILE Transfer Setup panel. It has four tabs: General (includes general settings, such as confirmation message preferences), Receive (includes settings used when receiving files from the host), Send (includes settings used when sending files to the host) and Transfer (includes system and transfer method settings).

8.2.1 Transfer Setup: See screen shot below.

System Specifies which IBM 3270 operating environment the host is running.

The values are CICS, CMS (default), and TSO.

Transfer method

Use ASCII for text files with no special formatting. ASCII files are translated to the EBCDIC character set during transfer to the host. Use Binary for program files and for other types of files that should not be translated, such as files that have already been formatted for a particular type of printer.

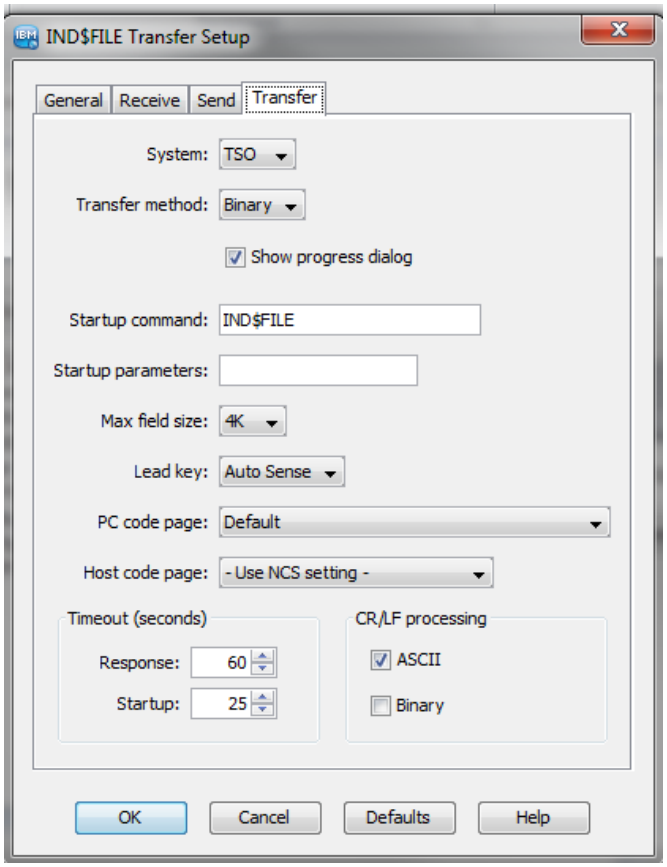
Show progress dialog

Select the **Show progress dialog** option if you want the transfer progress indicator to appear when you transfer files. This option is selected by default.

Startup command

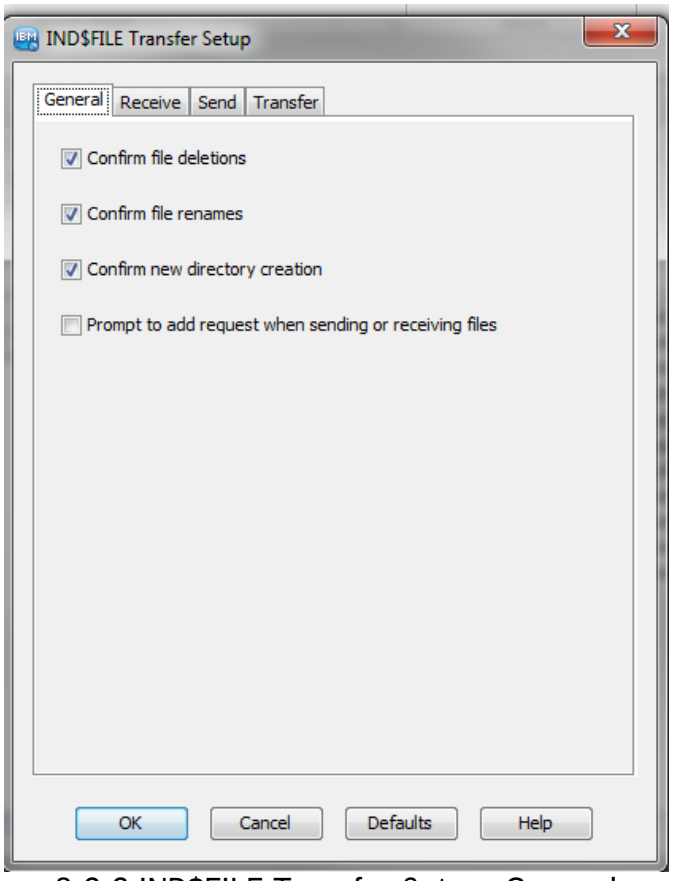
Specifies the host program used to initiate a file transfer. The default value, IND$FILE, is appropriate for CMS and TSO hosts. For CICS hosts, IND$FILE may be appropriate, or you may need to specify your site's CICS transaction (for example, CFTR).

For the remaining option select the "Help" buttons on the page.



8.2.1 IND$FILE Transfer Setup: Transfer

8.2.2 General Transfer Setup: Configure IND$FILE confirmations and prompts for file transfer.

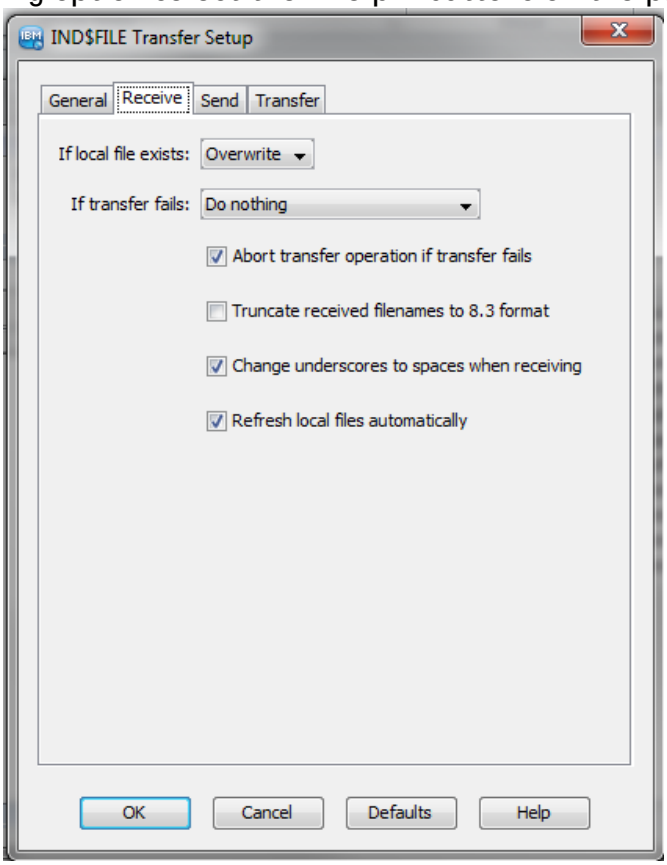


8.2.2 IND$FILE Transfer Setup: General

8.2.3 Receive Transfer Setup

If local file exists: Use this option to specify how the transfer should operate if a file with the same name already exists. Options are: Append, ask user, cancel, fail, overwrite, skip and unique (create a new file with a unique filename).

For the remaining option select the “Help” buttons on the page.

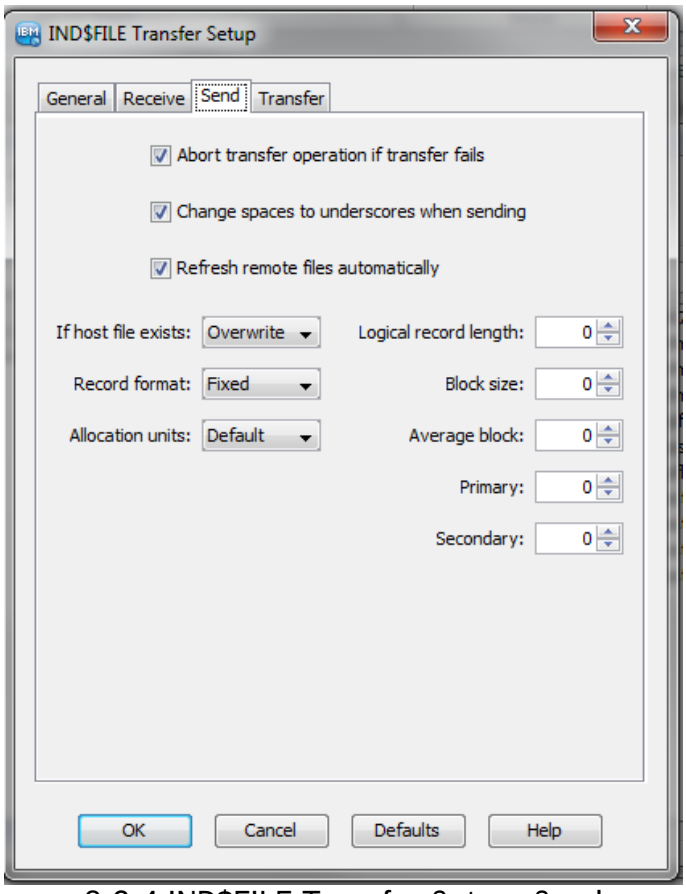


8.2.3 IND$FILE Transfer Setup: Receive

8.2.4 Send Transfer Setup

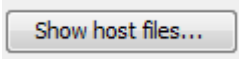
If host file exists: Use this option to specify how the transfer should operate if a file with the same name already exists.

For the remaining option select the “Help” buttons on the page.

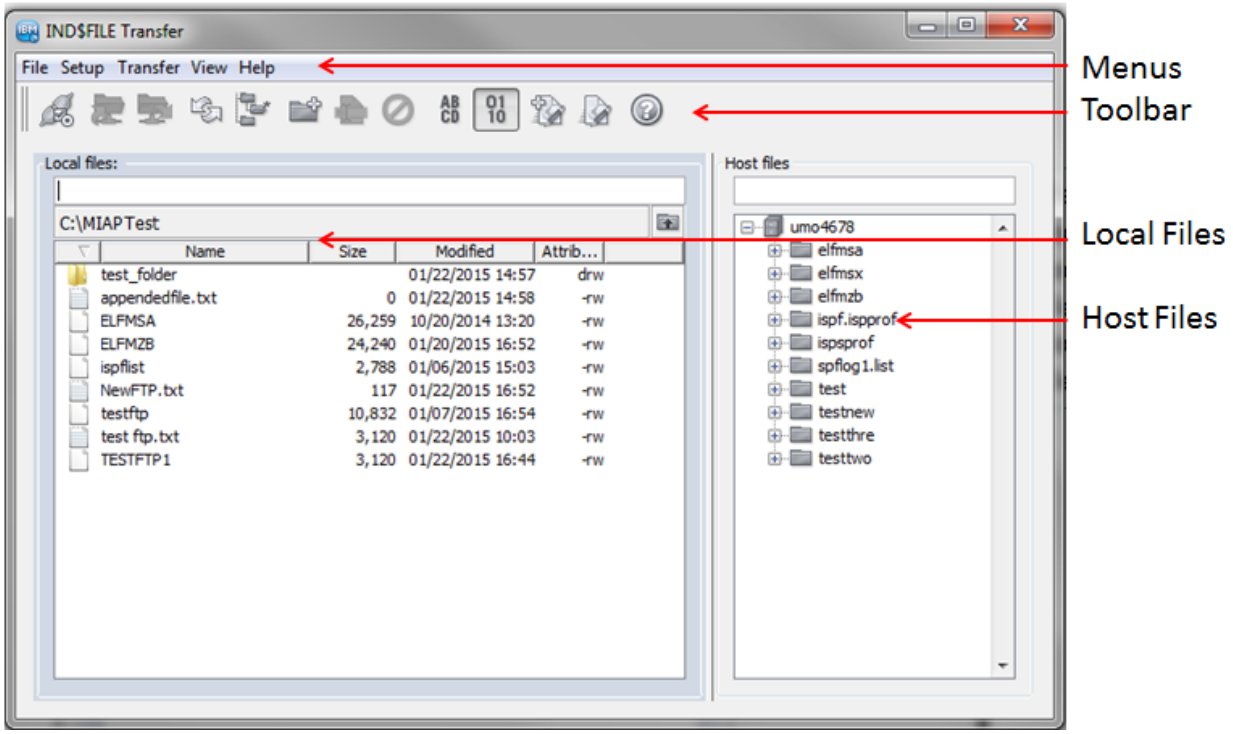


8.2.4 IND$FILE Transfer Setup: Send

8.2.5 IND$FILE Panel

Once Host system is setup, select the "Show host file…" 

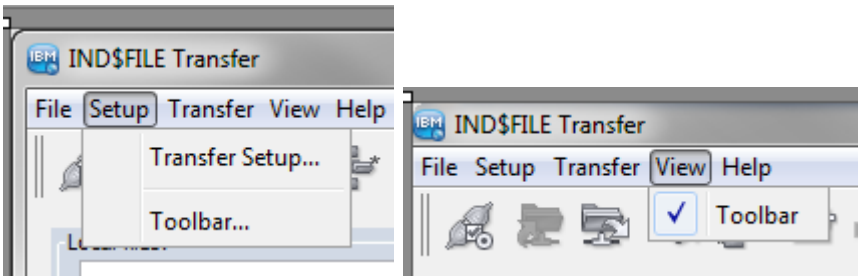
button.



8.2.5 IND$FILE Panel

8.2.5.1 Toolbar

The Toolbar feature shows options that are options are also available on the IND$FILE menus. You can configure the toolbar buttons from the Toolbar option on the IND$FILE window's Setup menu. Under theView menu, you can select showing (checked) or hiding (unchecking) the toolbar. Use the buttons described below to transfer files. Some menus and buttons are not available if they are disabled in the profile associated with this session.



8.2.5.1 Toolbar

The toolbar can be edited. The Toolbar Setup dialog box includes the current toolbar configuration and a set of buttons to use when configuring the toolbar. You can drag buttons to a new location within the toolbar, or you can drag buttons away from the toolbar to remove them. Use the

buttons in the lower portion of the dialog box to add new buttons. Please see 7.9 Toolbar for a description of how to customize the toolbar.

Below is a description of the IND$FILE icons and their functionality.

Configure transfer settings Open the IND$FILE Transfer Setup dialog box to set defaults and to control various aspects of IND$FILE transfer. This dialog box is not available if it is disabled in the profile associated with this session.

Send to host Transfer selected file(s) to the host. (Or you can right-click files in the local files pane, and then click the Send file command.) After sending files to the host, click Refresh to confirm that the file transferred as you expected. If Refresh remote files automatically is enabled, you do not have to click Refresh.

Receive from host Transfer selected file(s) to the local computer or networked drive. (Or you can right-click files in the server files pane, and then click the Receive file command.)

Refresh file listing Refresh the local and server file panes in the session window. (Or you can right-click files in a file pane, and then click the Refresh command.)

Specify TSO data level If you are connected to a TSO host, click this button to type in the new dataset you want to view. Reflection for the Web updates the remote file list using the dataset level you specify.

New directory Create a new directory on the **local** machine. Click in the local files pane, click this button, enter a directory name in the dialog box, and then click OK. (Or you can right-click files in the local file pane, and then click the New directory command.)

Rename file Rename the selected directories or files. Select directories or files in the **local** files pane, click this button, enter a new name in the dialog box, and then click OK. (Or you can right-click files in a file pane, and then click the Rename file command.)

Delete file Delete the selected directories or files. Select directories or files in the **local** files pane, and then click this button. (Or you can right-click files in a file pane, and then click the Delete file command.)

ASCII transfer method Use for text files with no special formatting. ASCII files are translated to the EBCDIC character set during transfer to the host, and are translated from EBCDIC to ASCII during transfer from the host.

Binary transfer (the default) Use for program files and for other types of files that should not be translated, such as files that have already been

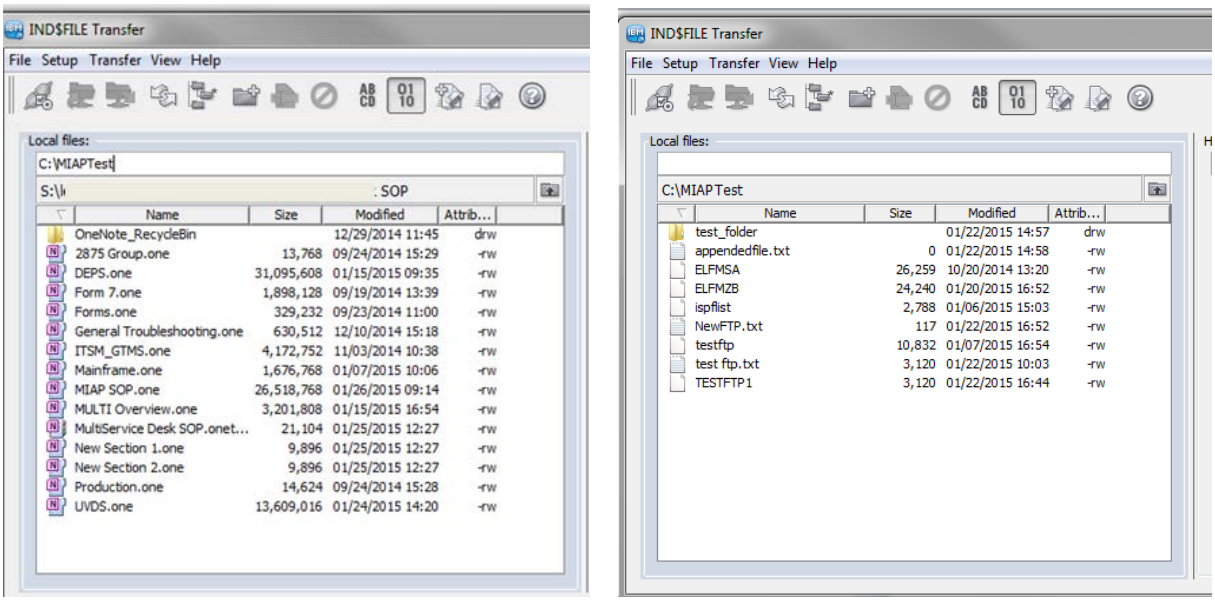
method formatted for a particular type of printer.

Add transfer request Open the Send or Receive Transfer Request dialog box. You can use the same request later after you create it. This button is available when you have made a selection in the Local files or Host files pane.

Show transfer request Open the Transfer Requests window, where you can edit, view, execute, and delete previously saved transfer requests.

8.2.5.2 Target folder selection

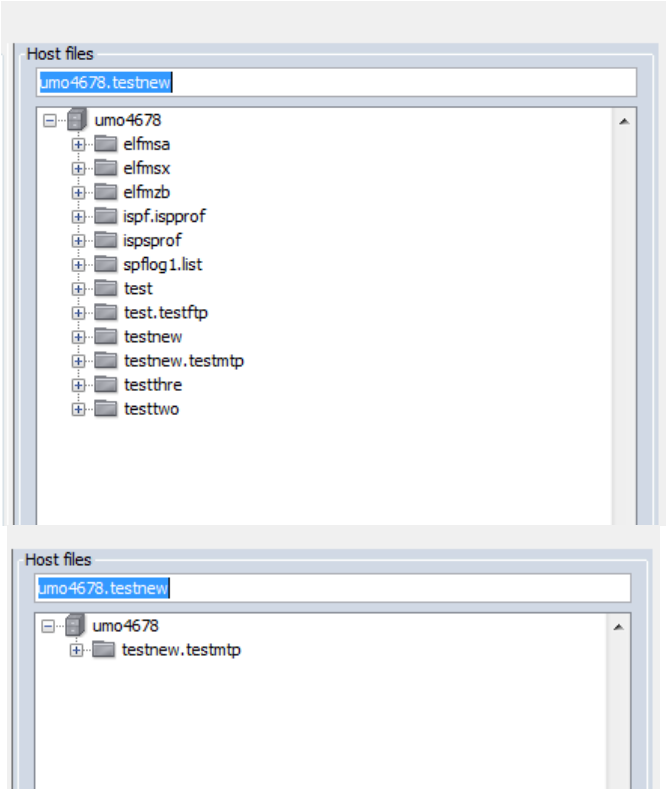
In the Local files list, confirm that you have selected the appropriate local target folder for the transfer. Use the Up button ( ) to view the files and directories in the next level up of the directory structure. Or you can type the directory path in the local files or the host files text box at the top of either pane, and then press Enter.



8.2.5.2 Local File Path – before and after

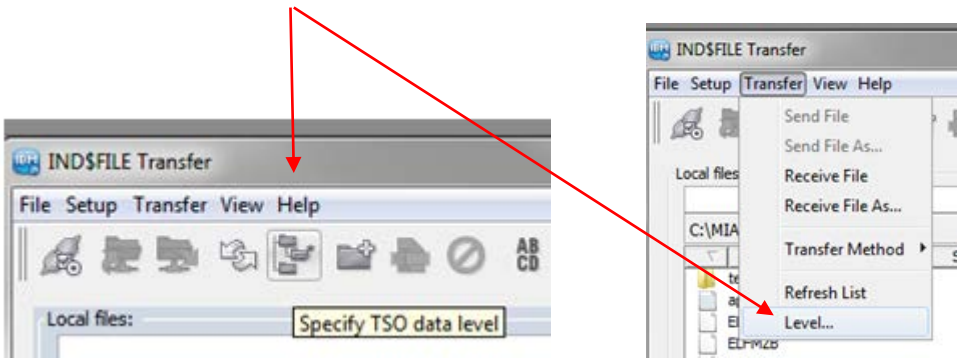
8.2.5.3 Changing Host Levels

Below is an example of entering the host path and selecting enter to navigate to the dataset level you specify.



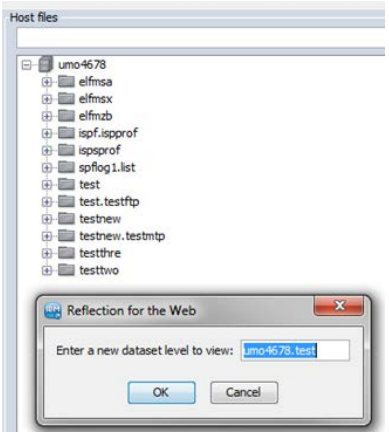
8.2.5.3 Navigating using Host file path

Alternately you can use the icon or select "Level…" from the Transfer menu to navigate to the dataset level you specify.



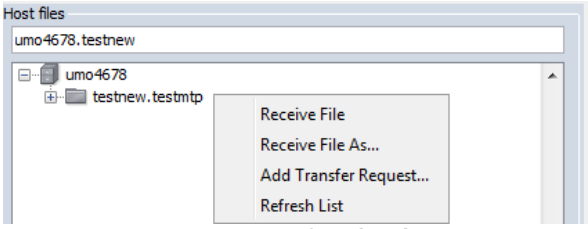
8.2.5.3 Navigating using TSO data level options

These options will prompt you for a level. Enter the directory name.



8.2.5.3 Dataset level prompt

Use "Refresh" icon or right click in host file folder and select "refresh List" to return to default host level dataset.



8.2.5.3 Refresh List

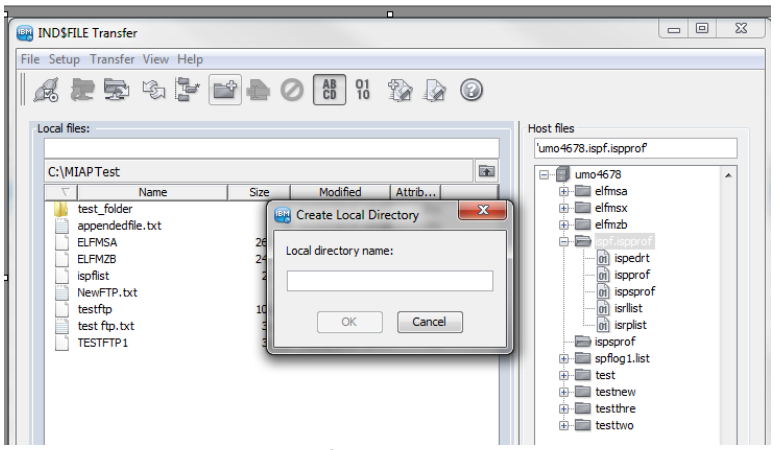
8.2.5.4 Creating New Local Directories

To create a new local directory:

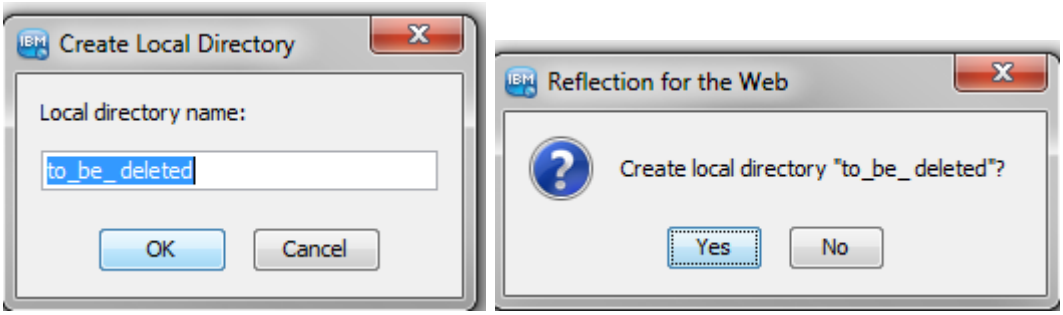
1. In the local file pane, browse to the directory under which you want to create a new directory.

2. Click the New directory button to open the Create Local Directory dialog box. You can open the File Menu and select "New Directory" from the selection list.

3. Enter a new directory name, click OK, and confirm your entry. A new directory is created. If you don't want to be prompted for confirmation each time you create a new directory, clear the **Confirm new directory creation** option in the General tab of the IND$FILE Transfer Settings dialog box.



8.2.5.4 New Directory Prompt

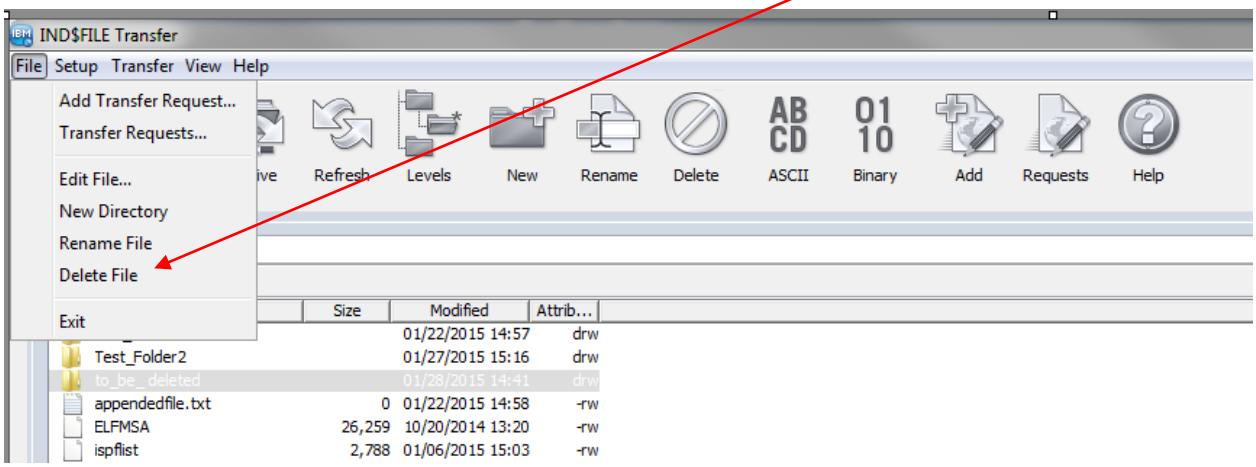


8.2.5.4 New Directory Confirmation

8.2.5.5 Deleting Local Directories or Files

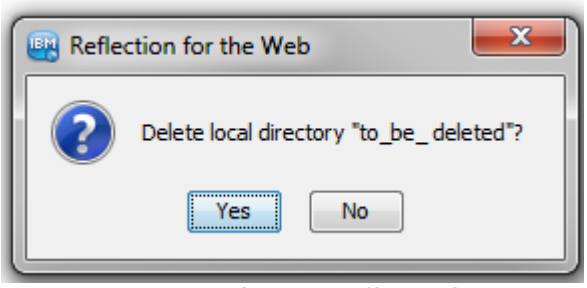
Delete the selected directories or files. Select directories or files in the local files pane, and then click the delete button

. (Or you can right-click files in a file pane, and then click the Delete file command.)



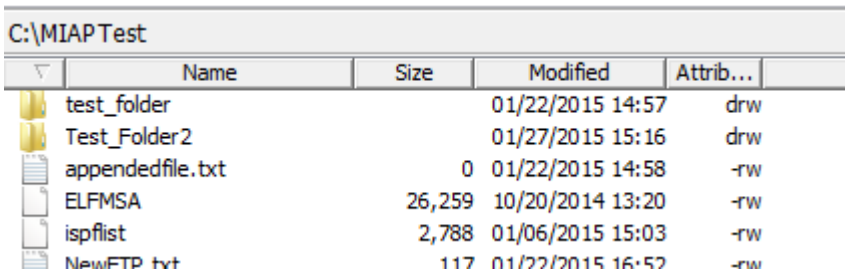
8.2.5.5 Deleting Local Directories

You will receive a deletion prompt.



8.2.5.5 Delete Confirmation

After selecting "Yes", the directory (or file) will not be listed on the local files list.

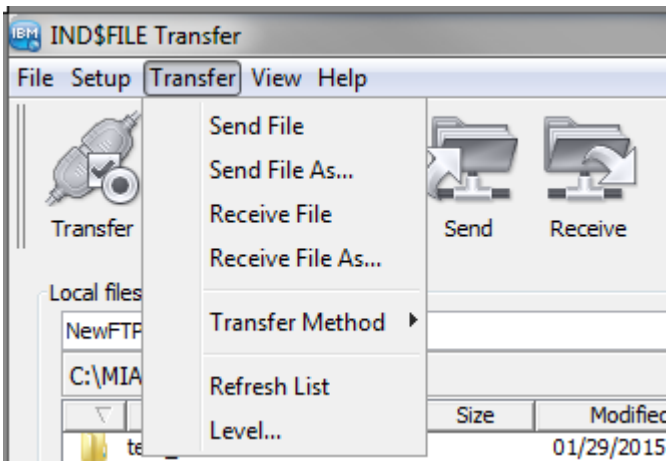


8.2.5.5 Local Files after Deletion

8.3 Using IND$FILE Transfer

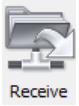
Use the Reflection for the Web IND$FILE transfer window to transfer files between your computer and the host.

The left side of the file transfer panel displays local files and the right side displays host files. Use the toolbar or menu options to send or receive files. You can also select a file or set of files and then use options on the right-click menu to transfer files.



8.3.1 Transferring a host file to the local machine

To transfer selected file(s) to the local computer or networked drive use "Receive File" or "Receive File As…" options. To change the name when receiving, use the "Receive File as" option. You can select multiples to transfer to local computer.

1. Confirm that you are logged on to the host and at a ready prompt.
2. Click **Show host files** to locate the file or files you want to transfer.
3. In the Host files list, select the file or files you want to transfer.
4. In the Local files list, confirm that you have selected the appropriate local target folder for the transfer.
5. Use the Receive from host button 

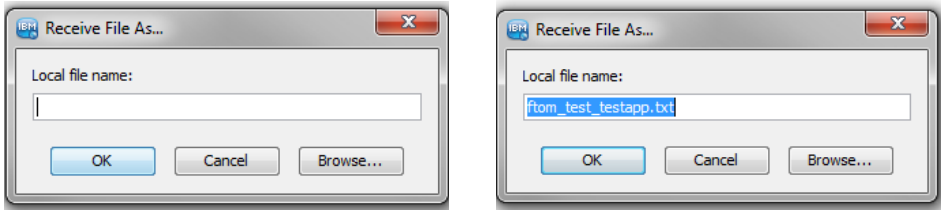
, use drag-and-drop, or right-click and select Receive file to transfer the file. You can also open the Transfer menu and select the "Receive file" option. You can select and transfer multiple files if you want to keep the same file names on your target system. The files being transfered will use the same name as the host on a receive.
6. To receive files from the host with a different name use "Receive File As…" option. Select the file and Right-click and select "Receive File as" to transfer the file. You can also open the Transfer menu and select the "Receive File As…" option.

8.3.1.1 Receive Files

See item 5 above

8.3.1.2 Receive Files as

See item 6 above. Once a file is selected to transfer to local computer, you will prompted for a local file name. You can enter a name to use or browse for an existing file name. The file will be transferred using that name.



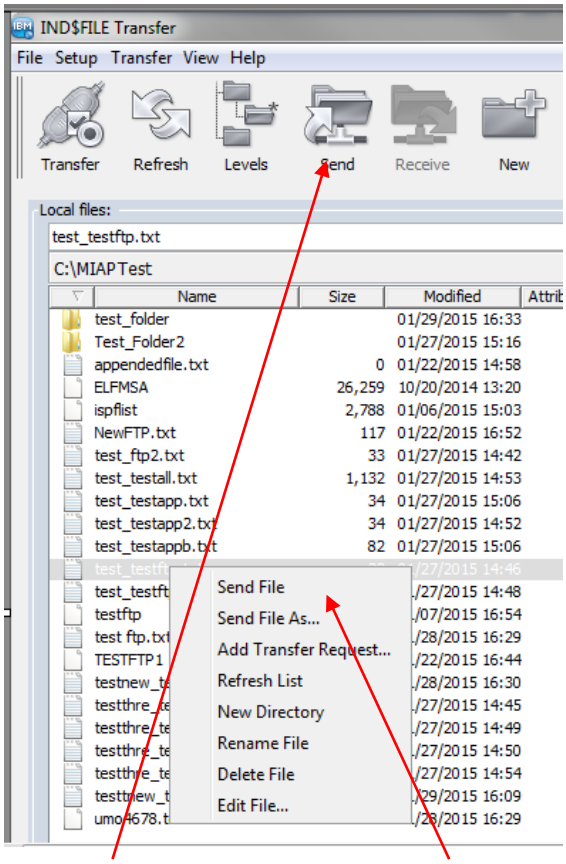
8.3.1.2 Receive File as name prompt

8.3.2 Transferring a local file to the host

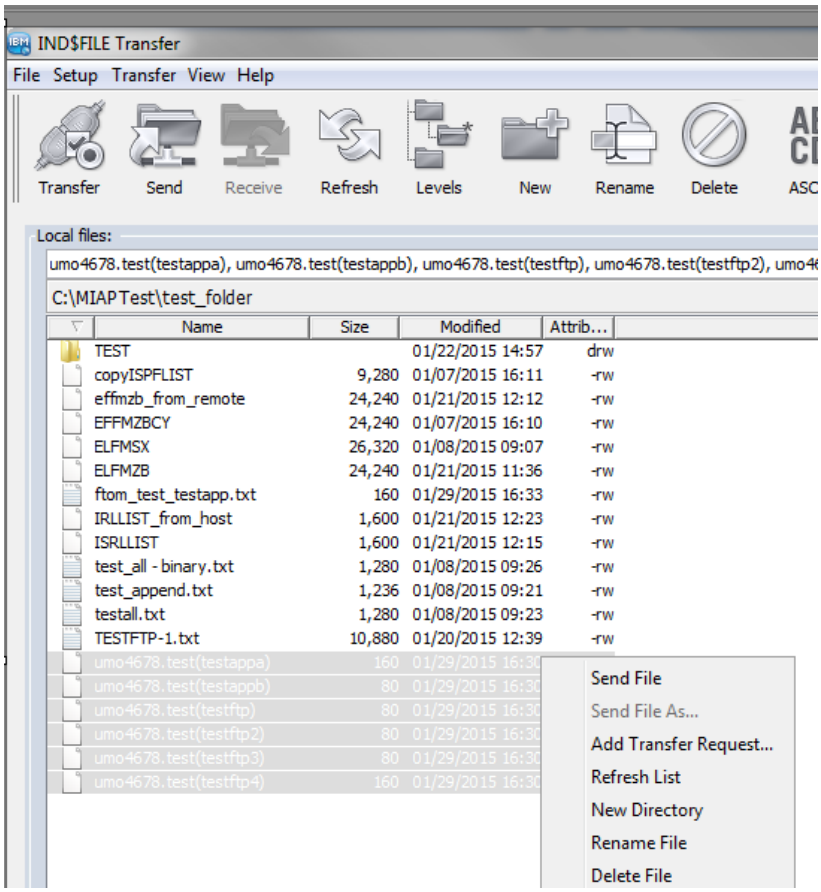
The procedure below applies TSO systems.

1. Confirm that you are logged on to the host and at a ready prompt.
2. In the Local files list, select the file or files you want to transfer.
3. Click **Show host files** to identify the target location for the transfer.
4. For TSO, select the target directory for the transfer in the Host list.
5. Use the Send selected files to host button

, use drag-and-drop, or right-click and select Send file to transfer the file. You can also open the Transfer menu and select the "Send File" option. You can select and transfer multiple files if you want to keep the same file names on your target system. The files being transfered will use the same name as the host on a receive or the same name as the local on a send.



8.3.2 ICON and Right Click Send Options



8.3.2 Send Multiples

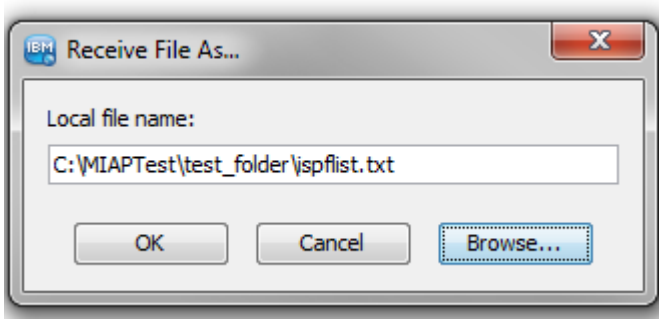
6. To send files to the host with a different name use “Send File As…” option. Select the file and Right-click and select “Send File as” to transfer the file. You can also open the Transfer menu and select the “Send File As…” option.

8.3.2.1 Receive Files

See Step 5 above.

8.3.2.2 Receive Files As

See Step 6 above. You will prompted for a name to save the file as. You may also browse to a location.



8.3.2.2. Receive File As Name prompt.

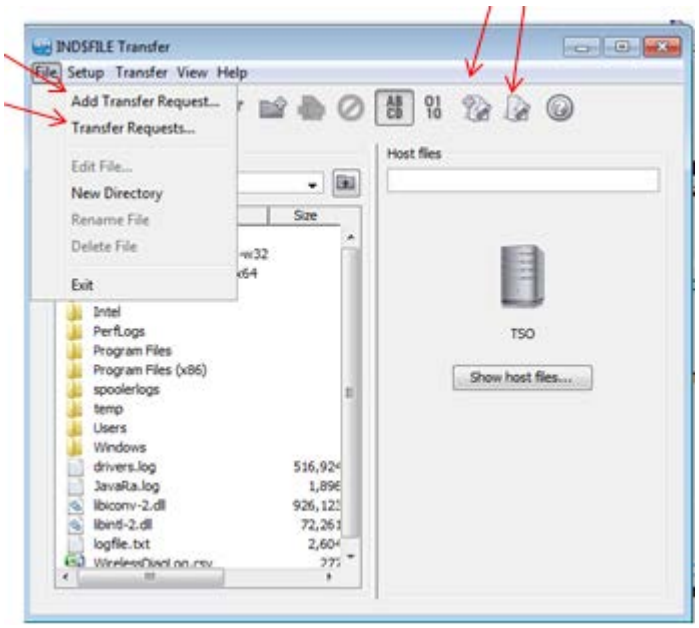
8.4 Using IND$FILE transfer requests

Use IND$FILE transfer requests to execute transfers without having to specify files and options each time. For transfers that you want to save to do in the future (every week or every month…), you can create a transfer request rather than performing the transfer immediately. This will save your request for future use (see section 8.4 below).

8.4.1 Creating a transfer request

1. Follow the steps in Using IND$FILE Transfer to set up the transfer operation you want to save.
2. In the IND$FILE Transfer dialog box, select a file that you want to transfer in the Local files pane or the Host files pane and click Add Request on the toolbar. The information you provide for a send request or a receive request differs.

   Add Request button:
3. Specify a name for the file transfer request.
4. Review the information for adding a receive transfer request or adding a send transfer request, and make any necessary changes.
5. Click OK. Save your configuration when you exit Reflection.



8.4.1 IND$FILE Transfer Requests Options

8.4.1.1 Adding a Send Transfer Request

When creating a send request, a prompt dialog box will display

The following options are available in this dialog box:

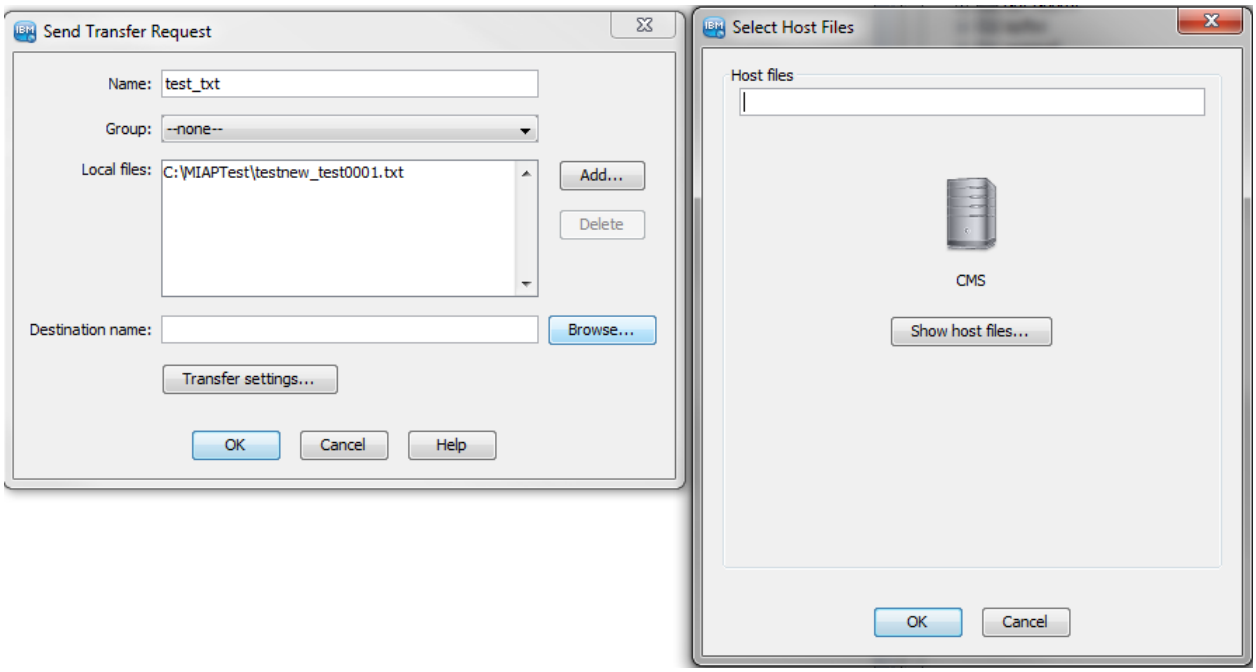
Name: Type the name of the request to save.

Group: Select the group, if any, to which the request belongs.

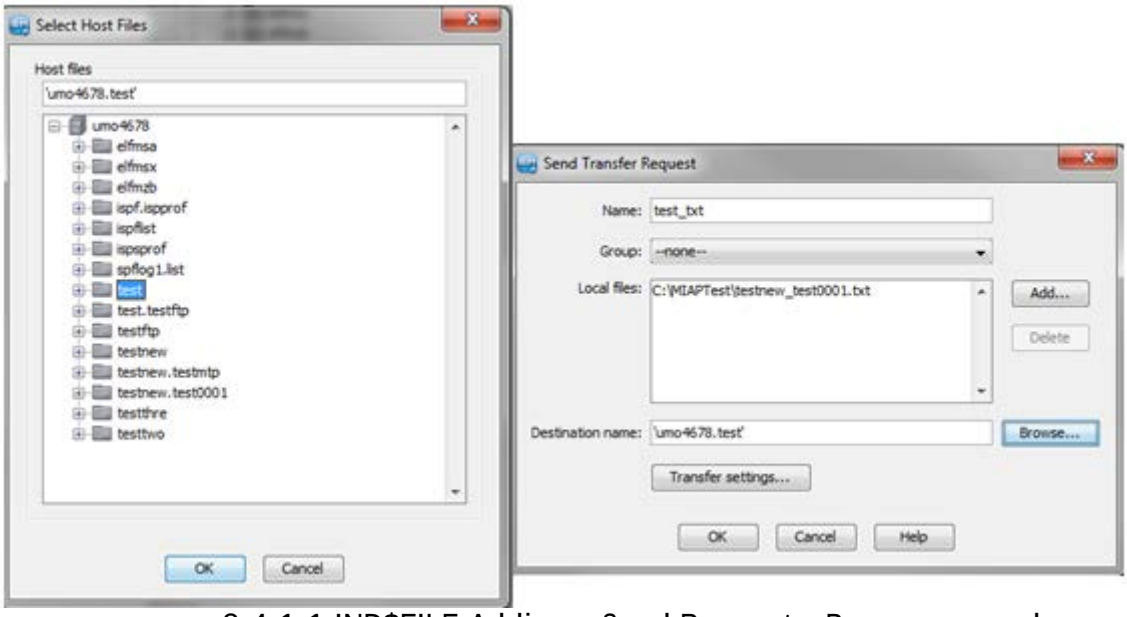
Local files: The files you had selected when you opened the Send Transfer Request dialog box are included in the list for the request. You can also edit this list: click Add or Delete to modify the files included in the list.

Destination name: Specify the filename for the file to be sent. Click Browse to select from a list of existing host files. On browsing, you may need to click "Show host files…" button. Select the host file location and it will populate on the dialogue. If sending multiples, leave this blank.

Transfer Settings: Open to specify additional options for the send transfer request.



8.4.1.1 IND$FILE Adding a Send Request – Browse to host file example



8.4.1.1 IND$FILE Adding a Send Request – Browse example

8.4.1.2 Adding a Receive Request.

Use the Receive Transfer Request dialog box to save an operation to receive a file on the local machine. Once you've saved a transfer request, you can open it from the Transfer Requests dialog box to execute the transfer instead of specifying file names and options each time.

The following options are available in this dialog box:

Name: Type the name of the request to save.

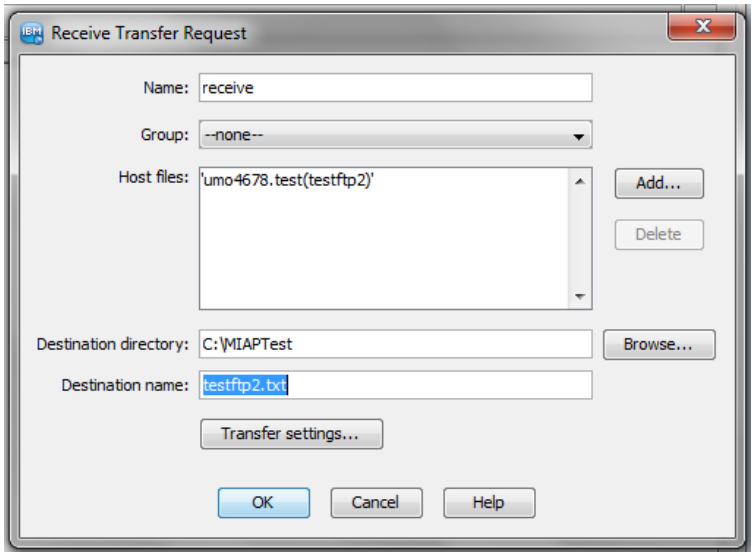
Group: Select the group, if any, to which the request belongs.

Host files: The files you had selected when you opened the Receive Transfer Request dialog box are included in the list for the request. You can also edit this list: click Add or Delete to modify the files included in the list.

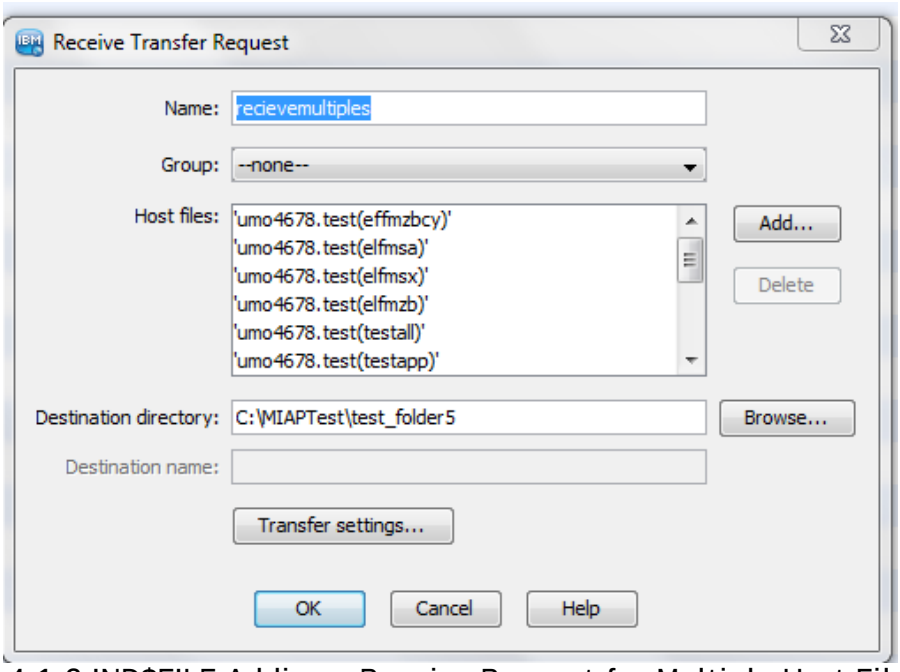
Destination directory: The path for the files to be received. Click Browse to specify a different path.

Destination name: Specify the filename for the file to be received. If multiple host files selected, this should remain blank. The files will retain the host file name.

Transfer settings: Open to specify additional options for the transfer request.



8.4.1.2 IND$FILE Adding a Receive Request



8.4.1.2 IND$FILE Adding a Receive Request for Multiple Host Files

8.4.2 Using existing transfer requests

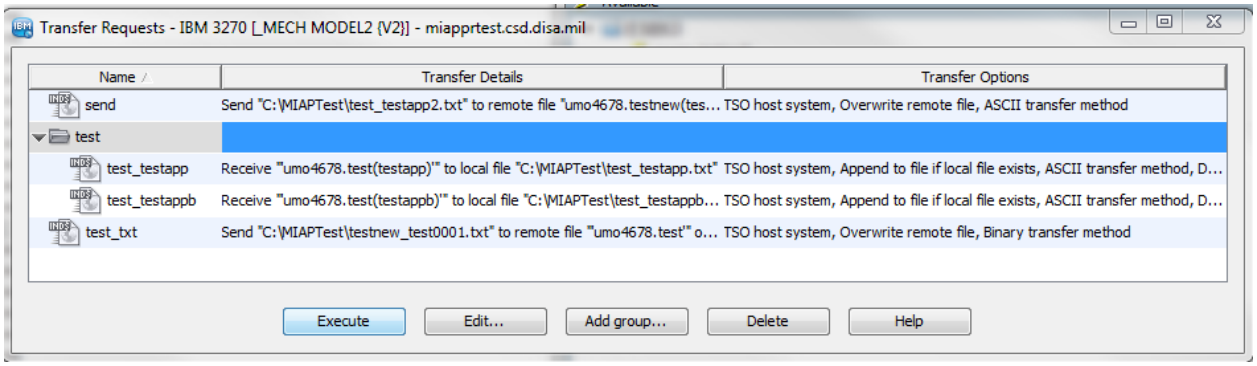
1. Transfer requests are shown in the IND$FILE Transfer Requests dialog box. To open this dialog box, do one of the following:

o From the File menu, select Transfer Requests.

o From the File menu, select IND$FILE to open the IND$FILE Transfer window. From here, click Show requests on the toolbar.

Show requests button:

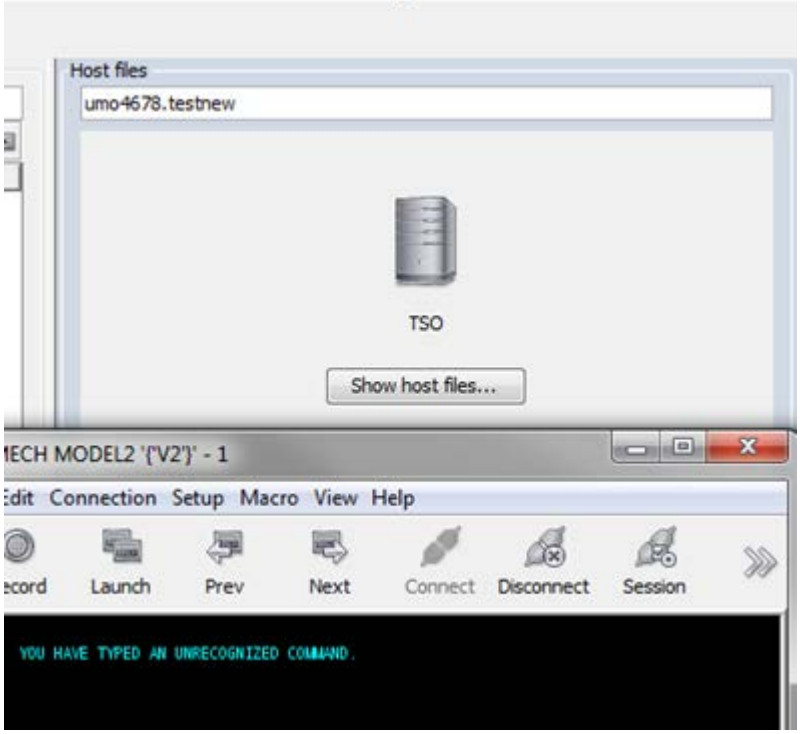
2. All existing transfer requests are listed in this dialog box, including transfer details about the files are included in this transfer, and options you have configured for the transfer. To run a saved transfer, select it and click Execute. You can also edit or delete a transfer request in this list. Editing screens are the sam e as when creating a new request.



8.4.2 IND$FILE Transfer Requests dialog box

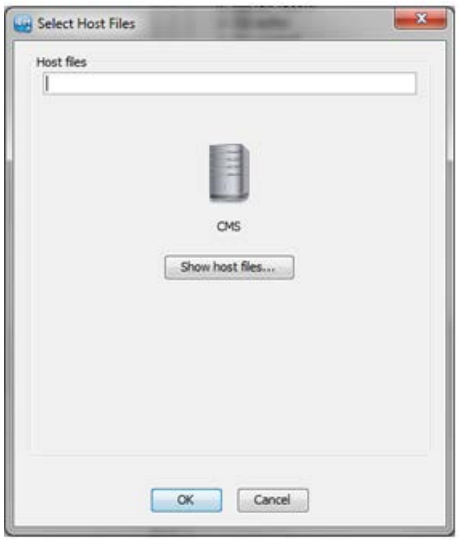
8.5 IND$FILE troubleshooting

If the "Show host files…" button appears on your Host files panel, after attempting a transfer, check your host session. You may be disconnected or an error may have occurred. If selecting "Show Host files…" button does not refresh you Host files panel, you will need to close the session and start again.



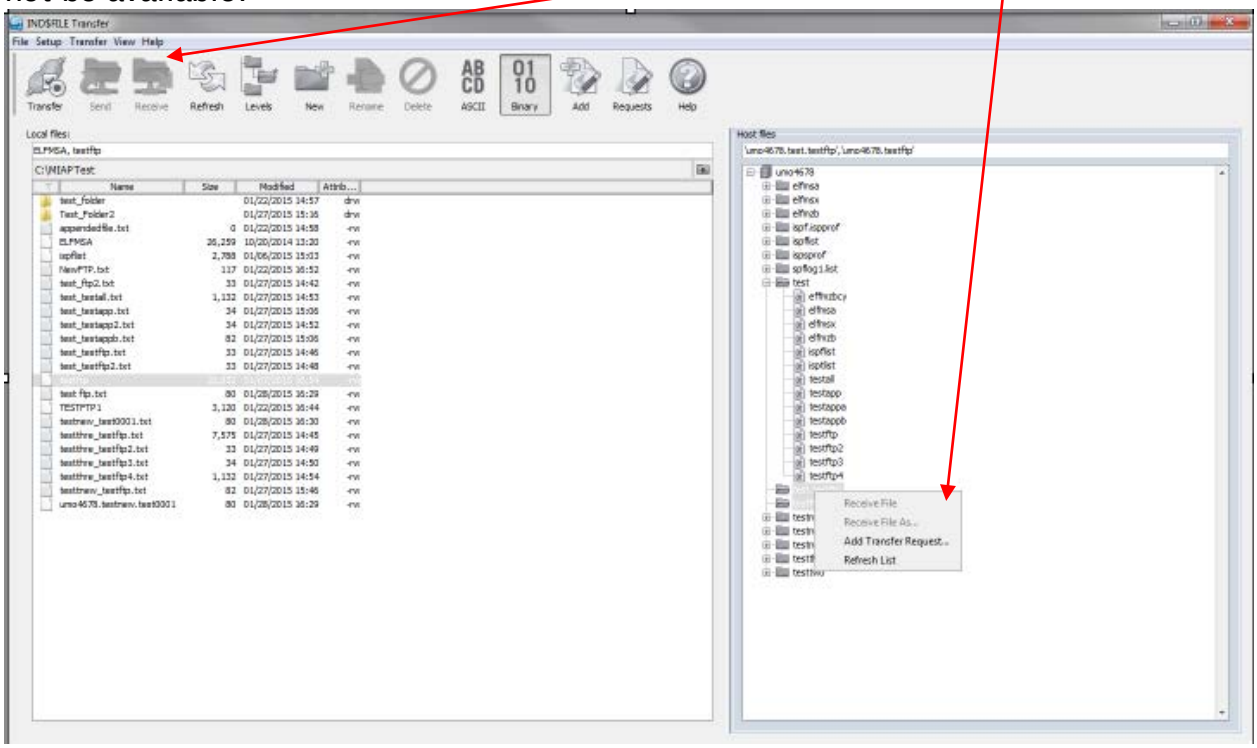
8.5 IND$FILE Show Host Files… after error

When creating a Send Transfer Request, on browsing to select a Host Destination name, the Select Host Files displays an incorrect image. Clicking the "Show Host files…" button works correctly.



8.5. Show Host Files… when creating a Send Request

When attempting to send or receive multiple files, in opposite panel, make sure you don't have a file or folder selected. If you do, the icon or the right click selections will not be available.



8.5 IND$FILE ICON troubleshooting

Clicking "Refresh list" will remove precious selections.

9. File Transfer Protocol (FTP)

The FTP Client is defined as a stand alone session. This section pertains to all sessions enabled to use FTP. FTP is included in their name; for example: MECH MZC FTP, OGD MFAP FTP or OKC VT320 OCMI CPFTP.

9.1 Using FTP as a stand alone session:

Use the Reflection for the Web FTP window to access host files and use the File Transfer Protocol (FTP) to transfer files between your computer and the host. This section includes the following topics:

- Modifying the Appearance of the FTP Window
- Using the FTP file panels and console panel
- Transferring Files
- Opening Directories
- Creating New Directories
- Renaming Files and Directories
- Deleting Files and Directories

- Creating a Transfer Request
- Using Existing Transfer Requests

Note: FTP functionality is available when an administrator configures an emulator session to include FTP, or when an administrator creates a standalone FTP session. Users can connect only to the host configured by the administrator. **'You must have FTP host permissions to allow you to do FTPs.'**

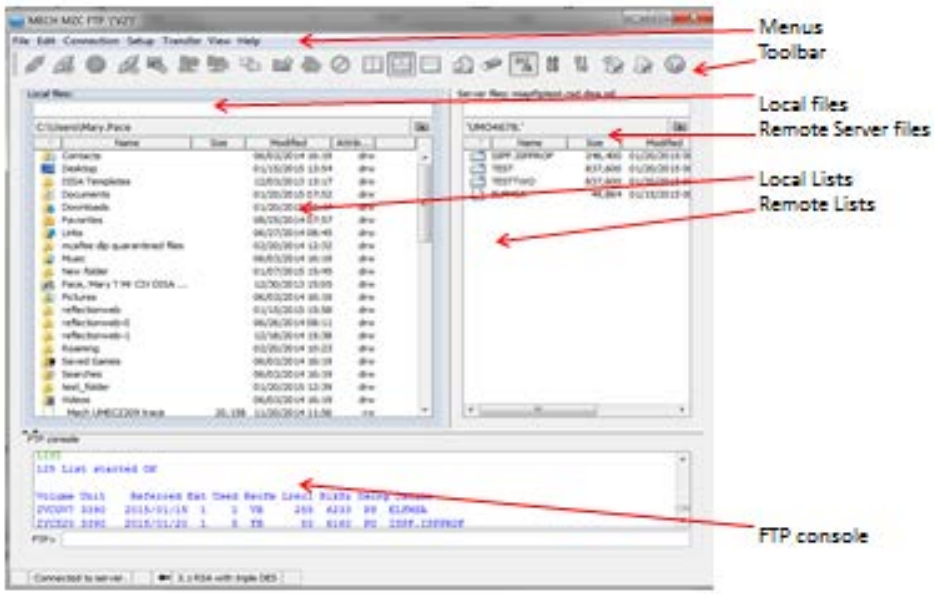
For MVS users using CL/SuperSession that require FTP, make sure your profiles are in the OMVS segment and that you are allowed to perform FTPs on that LPAR.

9.2 Modifying the Appearance of the FTP Window

You can change the size and shape of the FTP window in several ways:

- Click the Maximize or Restore button in the upper-right corner.
- Move the sides of the window to increase or decrease the area.
- Move a corner in or out to resize the window.

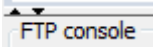
9.3 FTP Console



9.4 Using the List Panels

Your administrator may have configured the session so that the type of display cannot be changed. If your display includes the console only, see the Using the FTP Console help topic.

- Three buttons that control the window appearance are available if the administrator has configured the session to display the lists and the console together. Click a button to display lists of files and directories ( ), to display lists and the console together ( ), or to display only the console ( ).

- If the window displays the lists and the console, you can move the horizontal bar above the console up or down.
- If the window includes the lists and the console, click the up or down arrow at the left side of the horizontal bar to quickly change the appearance to lists only, both, or console only. 

- To complete the procedures with FTP described below, you can use the buttons, menu selection or right-click in the list panel and click one of the available commands. The placement of the cursor in a panel determines what buttons or list panel options are available. If they are unavailable, they are greyed ut.
    - Local Files commands available (right click)
        - Send File
        - Send File As..
        - Add transfer Request…
        - Refresh List
        - New Directory
        - Rename File
        - Delete File
        - Edit File
    - Remote Server Files commands available (right click)
        - Receive File
        - Receive File As…
        - Add Transfer Request…
        - Refesh List
        - New Diectory
        - Rename File
        - Delete File
        - Edit File…

9.5 Using the FTP Console

To enter commands on the FTP command line:

To enter text, position the cursor at the command line (at the bottom of the FTP session window below the FTP console, in the **FTP >**) text box and start typing. Case is not important for commands and keywords entered at the FTP command line. Depending on your FTP server, however, passwords, directory names, file names, and other server-specific information may be case sensitive.

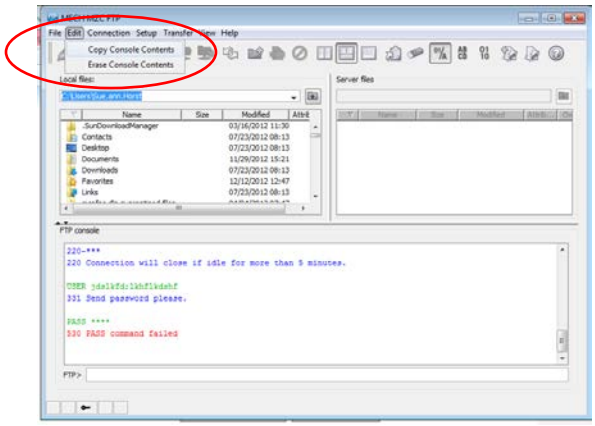
To recall commands:

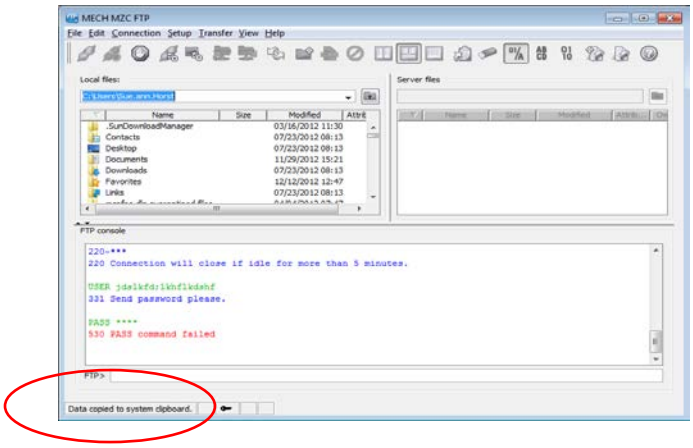
The FTP console keeps a list of your commands as you type them. You can use the following keys to recall a command that you entered earlier. Once recalled, you can reuse the command by pressing ENTER, or you can edit the command.

- Up arrow Displays the previous command on the list.
- Down arrow Displays the next command on the list.

Ability to copy and/or to clear the FTP console options can be found under the Edit option on the toolbar. Select **Edit** , then **Copy Console Contents** to copy all the data in

the FTP console to the system clipboard. The **Data copied to the system clipboard** message will display on the bottom of your screen. This data can then be pasted into a Word, Notepad or other document. The **Edit** then **Erase Console Contents** will clear the FTP console on your screen.





9.6 Transferring Files

To transfer files with FTP:

1. Connect to an FTP server.
2. In either the local or server file list, select the file(s) that you want to transfer. For example, on Microsoft Windows, hold down the Shift key to select a range of files, or hold down Ctrl and click to select several files.
3. Make sure that the target directory is visible on the other pane.
4. Next, execute the transfer.

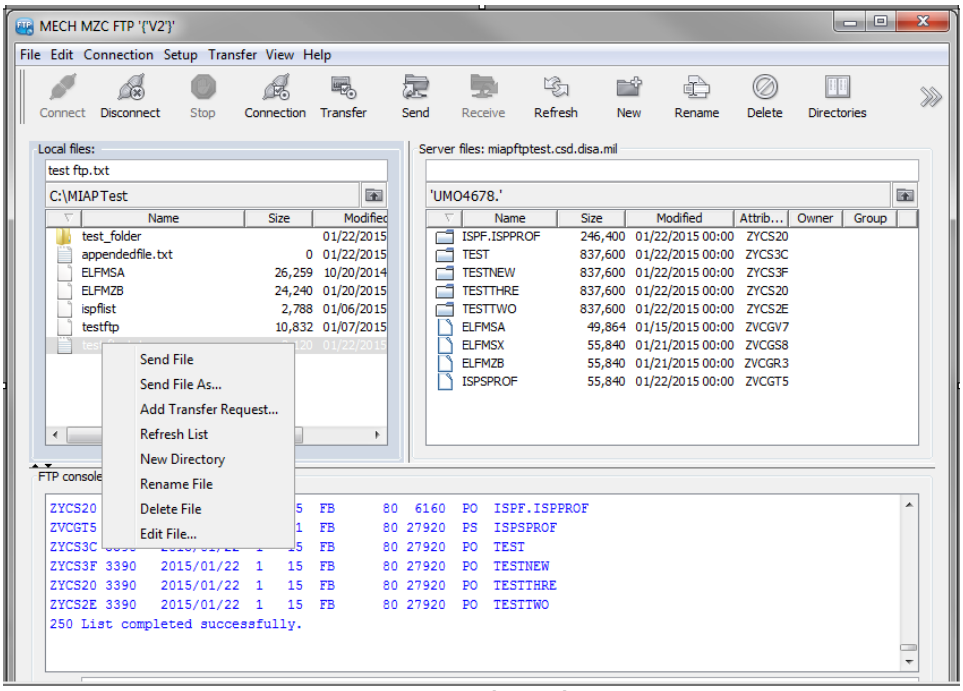
   Click the Send selected files to host button if you selected local files in the left pane.

   Click the Receive selected files from host button if you selected server files in the right pane.

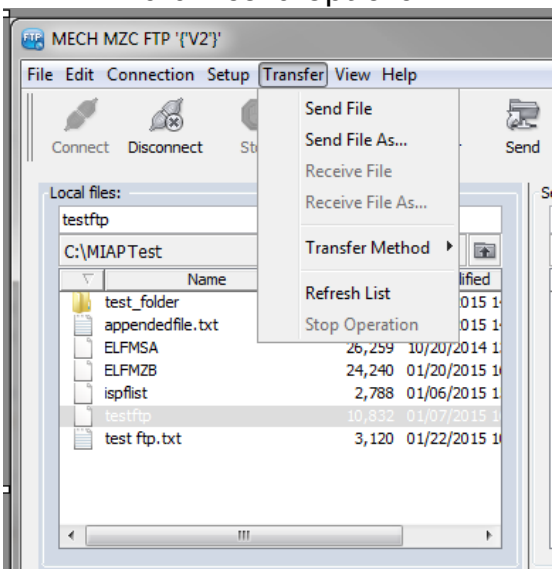
   You can also right click the selected files and choose the Send File (or Send File As) option, or you can use drag-and-drop to transfer files. With drag-and-drop, the selected file should follow host naming convention.

9.6.1 Sending Files to Host

Click on the local file to send. The Icon will become available. Right Click options will also be available.



9.6.1 Send Options

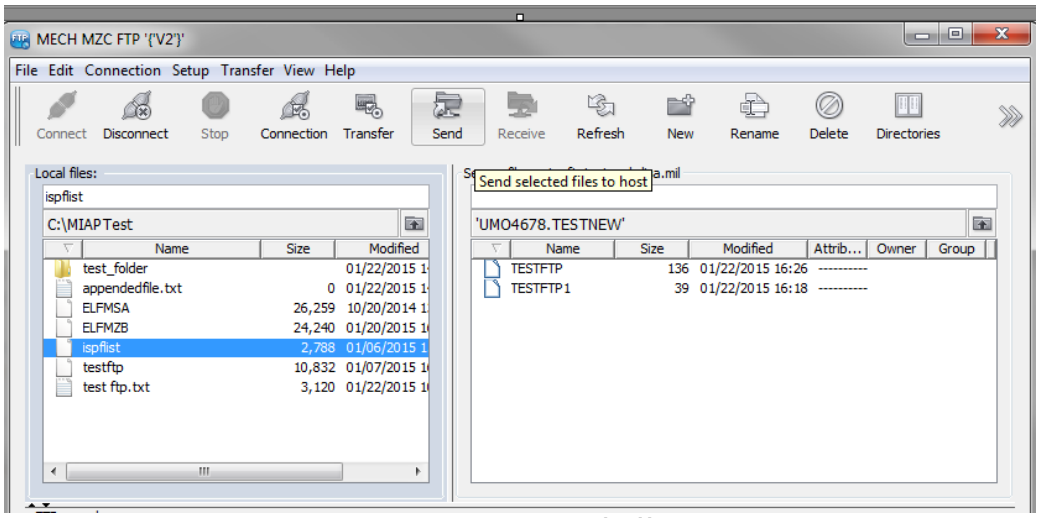


9.6.1 Transfer Options

Using the icon, the Send File option or drag-and-drop, the selected file should follow host naming convention. To change the name when sending, use the "Send File as" option.

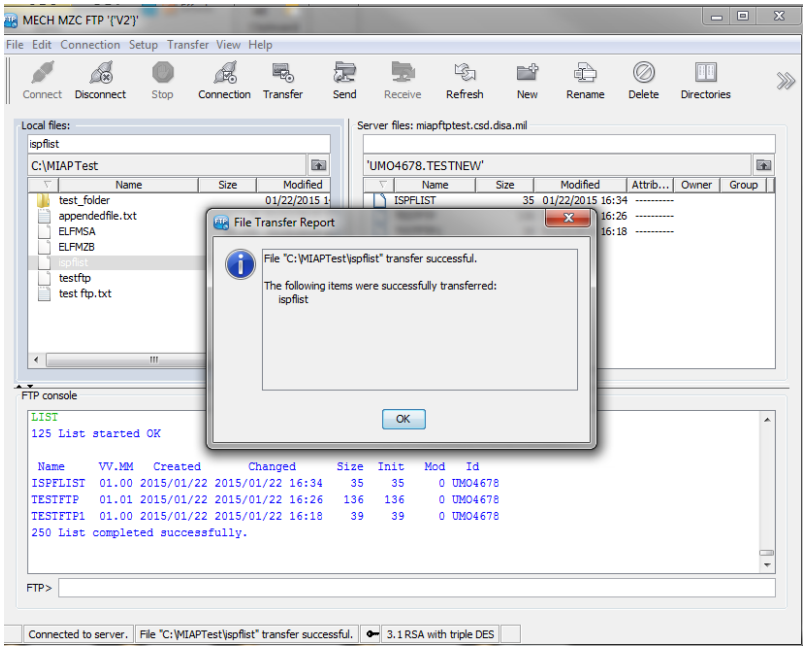
9.6.1.1 Send File

With send file and with drag-and-drop, you will not be prompted for a name. Select the file. Either use the icon, "Send File" menu selection or drag it to remote server file panel. You will not be prompted for a name.



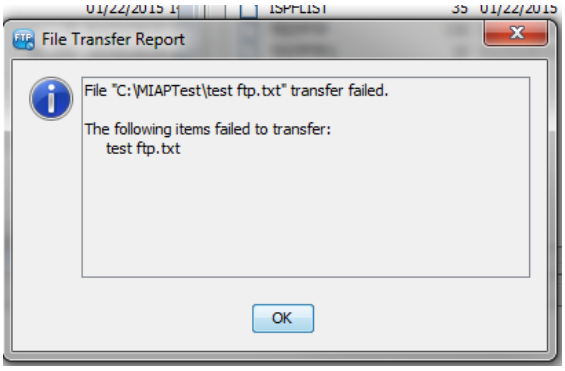
9.6.1.1 Send File

Upon completion, you will receive a transfer report.



9.6.1.1 File Transfer Report - Success.

If the transfer failed, the report would show that as well. You would need to look at the console for the reason.

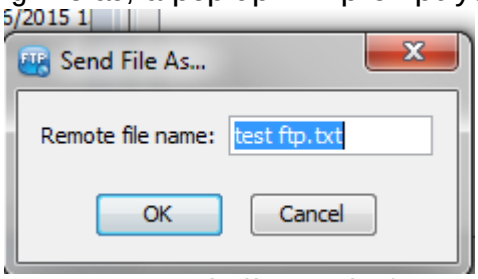


9.6.1.1 File Transfer Report - Failure.

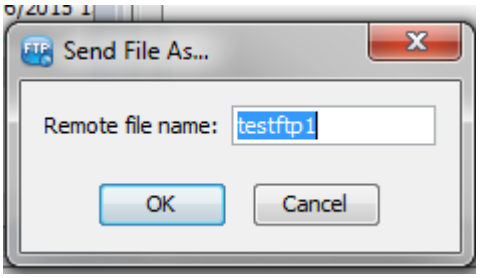
STOR test ftp.txt
501 Invalid data set name "test ftp.txt". Use MVS Dsname conventions.

9.6.1.2 Send File as

Select the file to be transferred. Select "Send file as" from the menu options. When sending file as, a pop up will prompt you for the name.

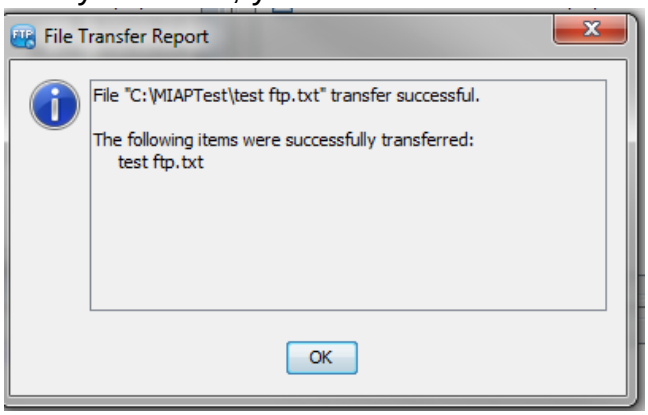


9.6.1.2 Send File as - before

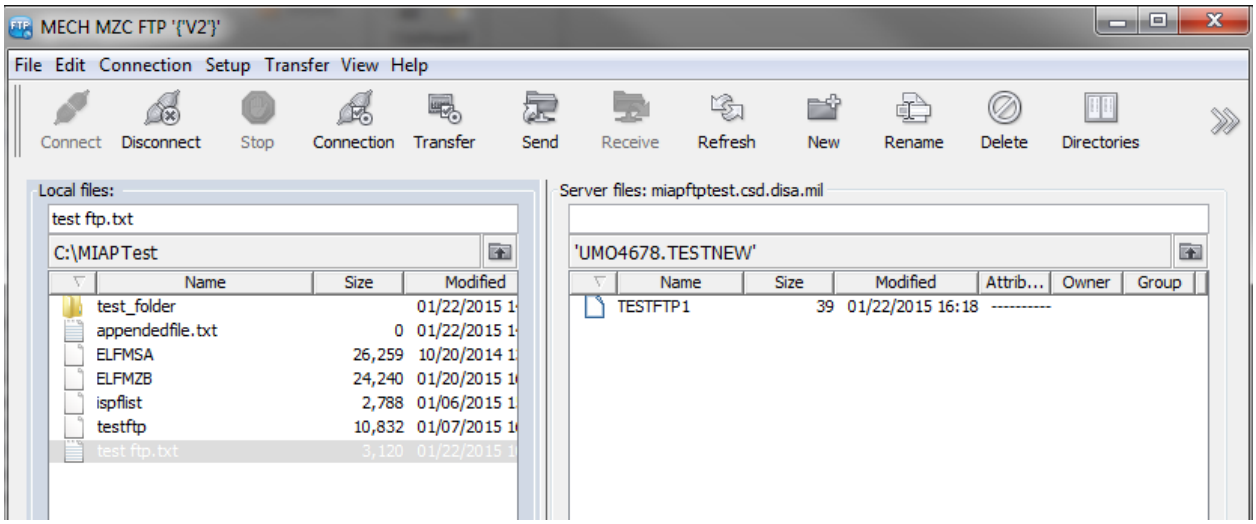


9.6.1.2 Send File as – after

If the file successfully transfers, you will receive the following report.



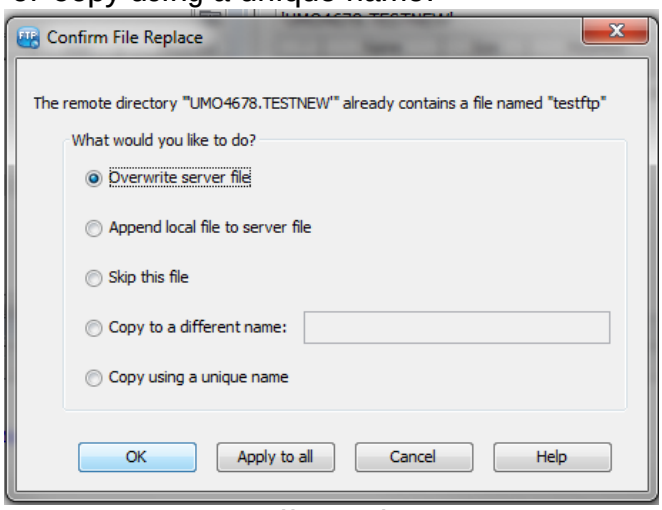
9.6.1.2 Send File as – successful transfer report.



9.6.1.2 Remote Server panel shows new file.

9.6.1.3 File Replacement

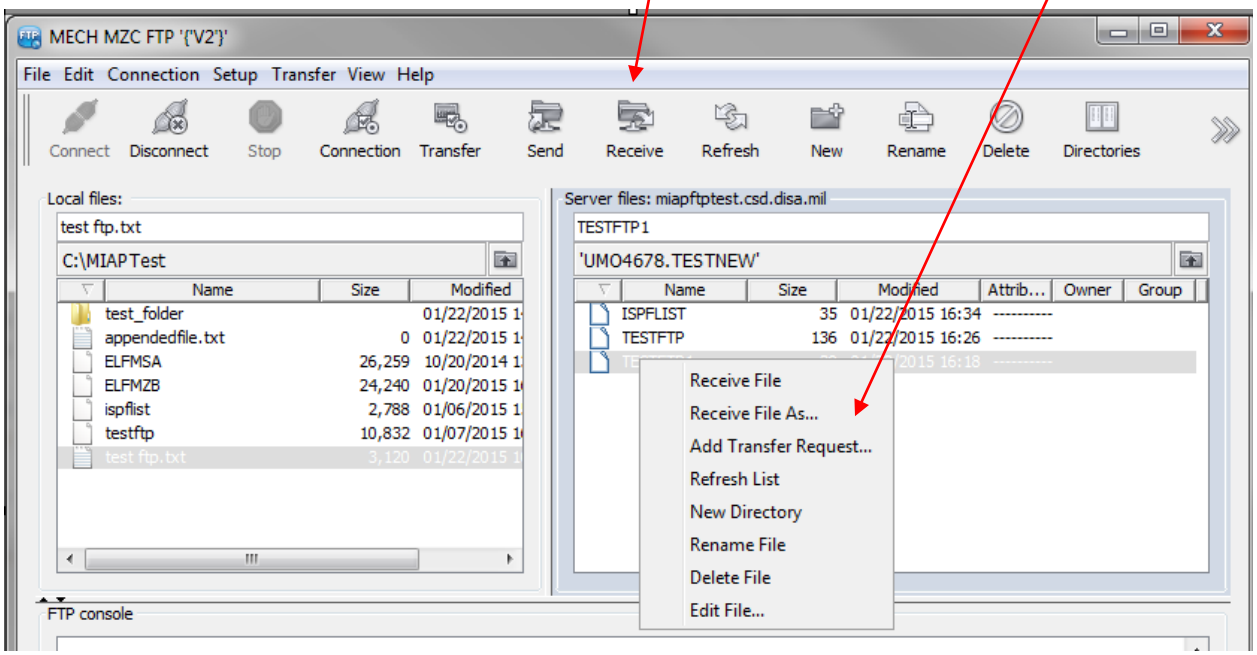
If the file already resides on the host, you will receive a prompt for how to handle the transfer. Your options are: Overwrite, Append, Skip, Copy to a different name or Copy using a unique name.



9.6.1.3 File Replacement

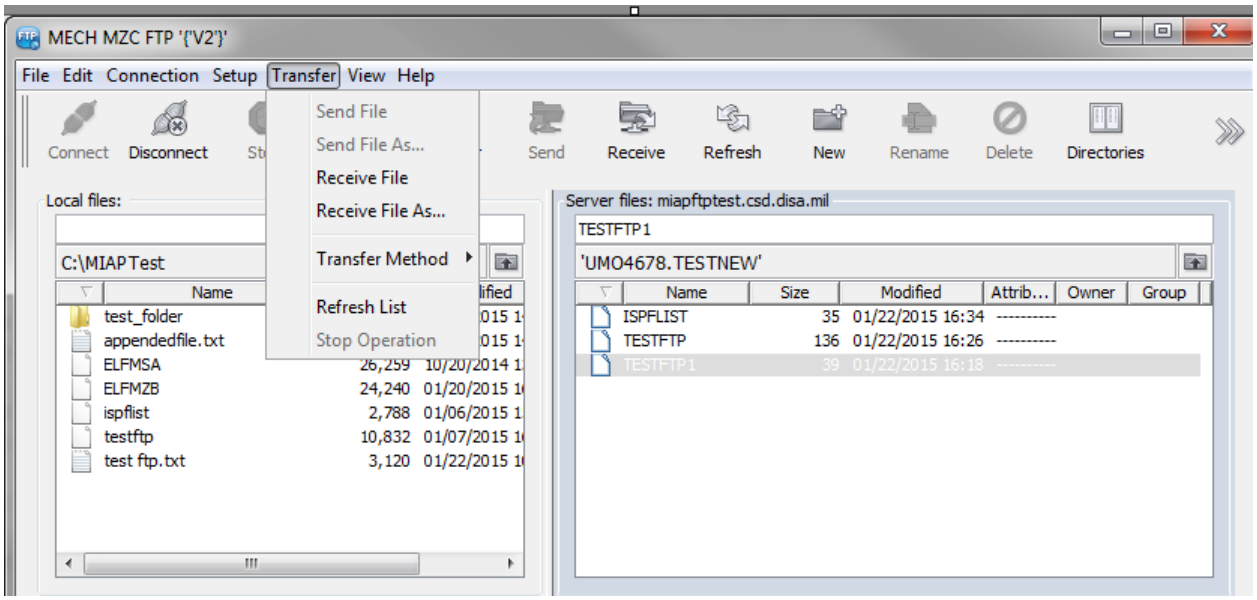
9.6.2 Receiving Files from Host

Select the host file to transfer. The Icon will become available. Right Click options will also be available.



9.6.2 Receiving Files from Host

Additionally receiving Files from Host is also under the transfer tab menu.

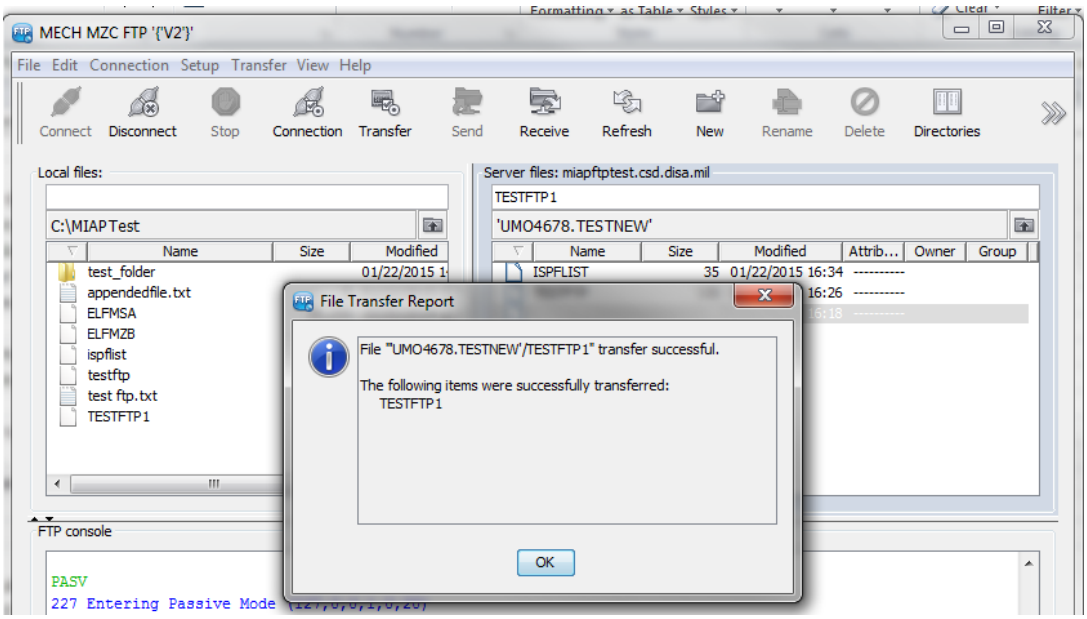


9.6.2 Receiving Files from Host

Drag-and-drop may also be used.

9.6.2.1 Receiving File

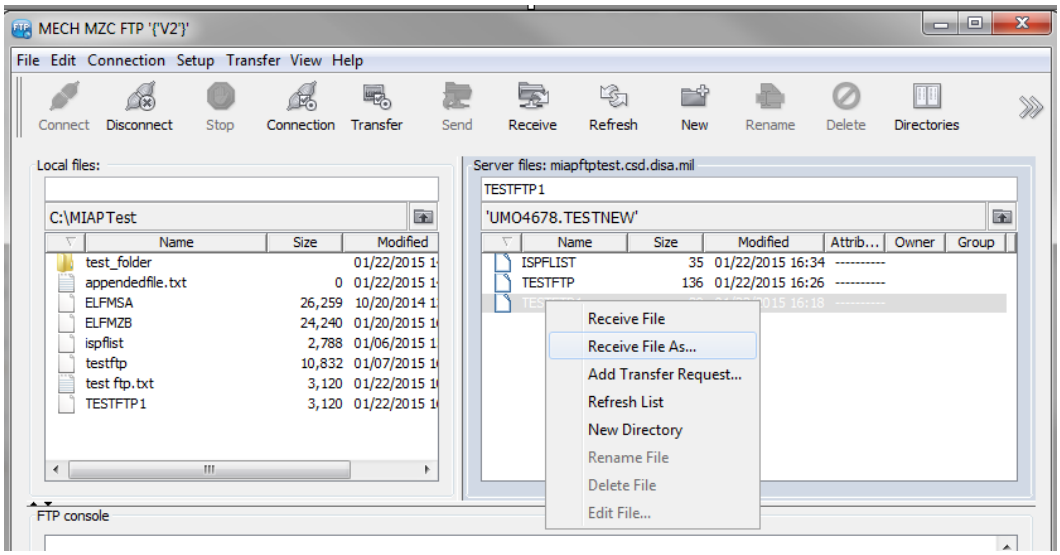
With receive file and with drag-and-drop, you will not be prompted for a name. Select the file. Use the icon or “Receive File” menu option to initiate the transfer. Upon completion, you will receive a report noting the success or failure of the transfer.



9.6.2.1 Receiving File Successful Completion

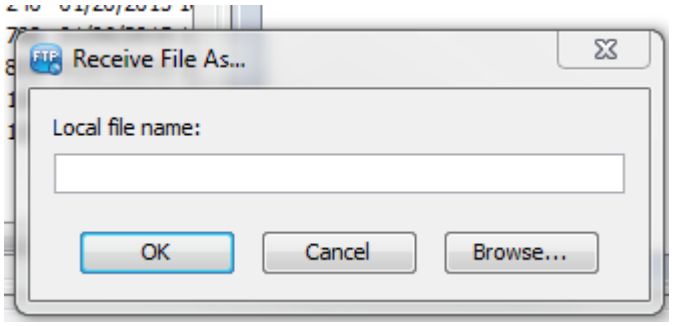
9.6.2.2 Receiving File As

Select the file to be transferred. Select “Recieve file as” from the menu options.

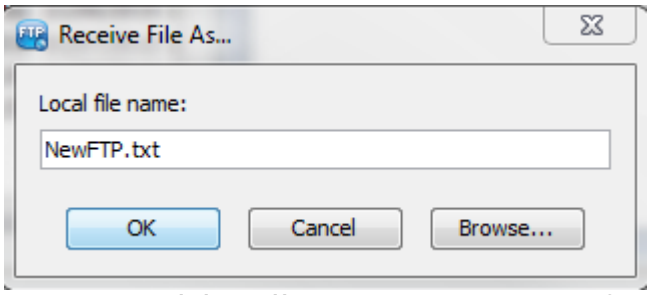


9.6.2.2 Receiving File As

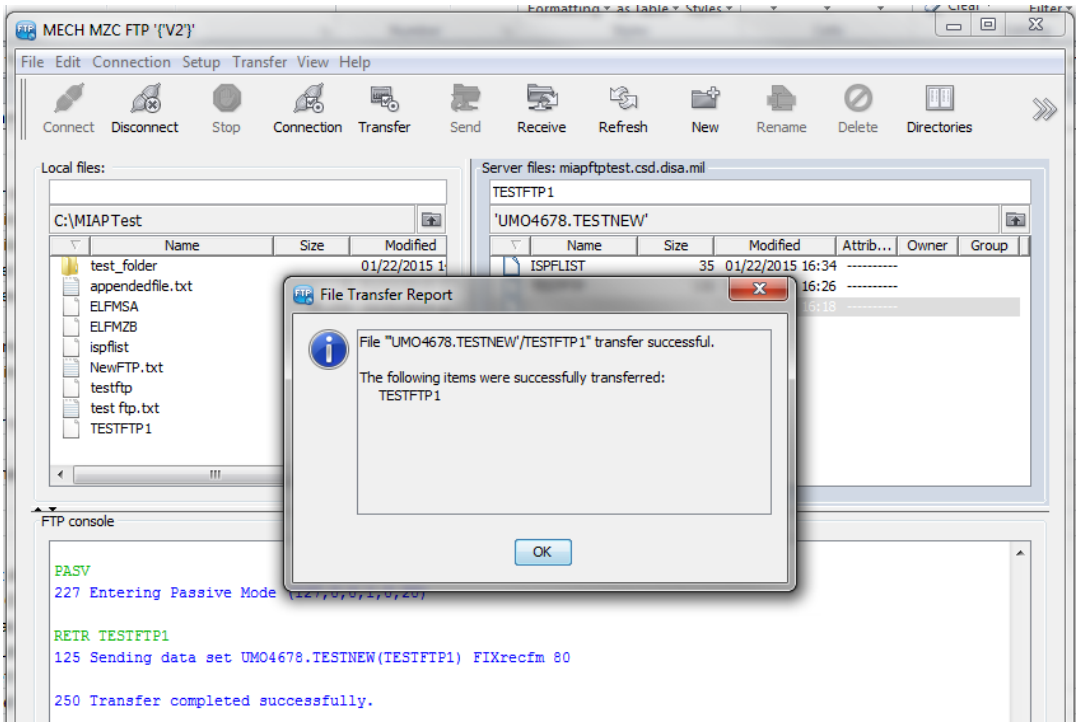
When receiving file as, a pop up will prompt you for the name.



9.6.2.2 Receiving File As Name prompt - before



9.6.2.2 Receiving File As Name prompt - after

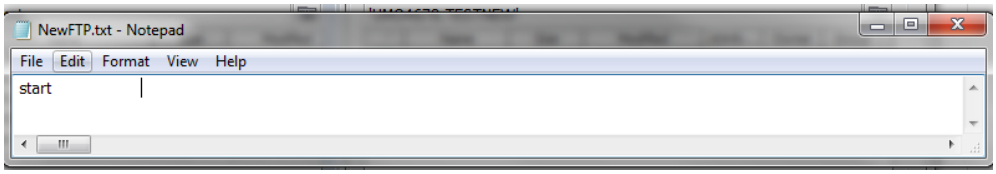


9.6.2.2 Receiving File As Transfer Report

9.6.2.3 File Replacement

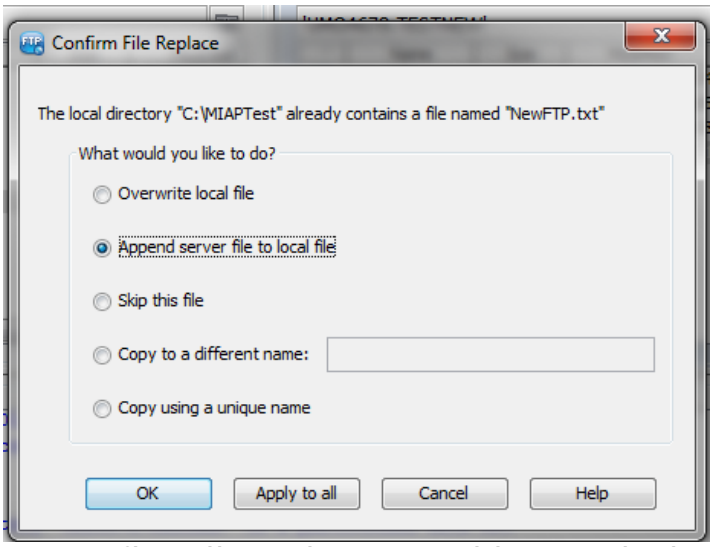
If the file already resides in the local folder, you will receive a prompt for how to handle the transfer. Your options are: Overwrite, Append, Skip, Copy to a different name or Copy using a unique name.

Below is an example of an append. This is a text file.

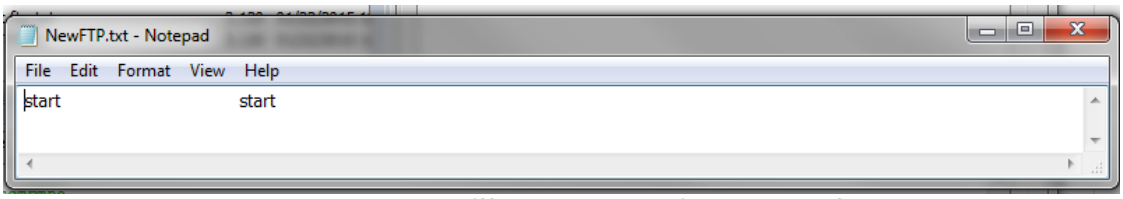


9.6.2.3 Text file contents before append

When this file name is used when prompted to receive file as, you will be prompted how to handle the transfer.

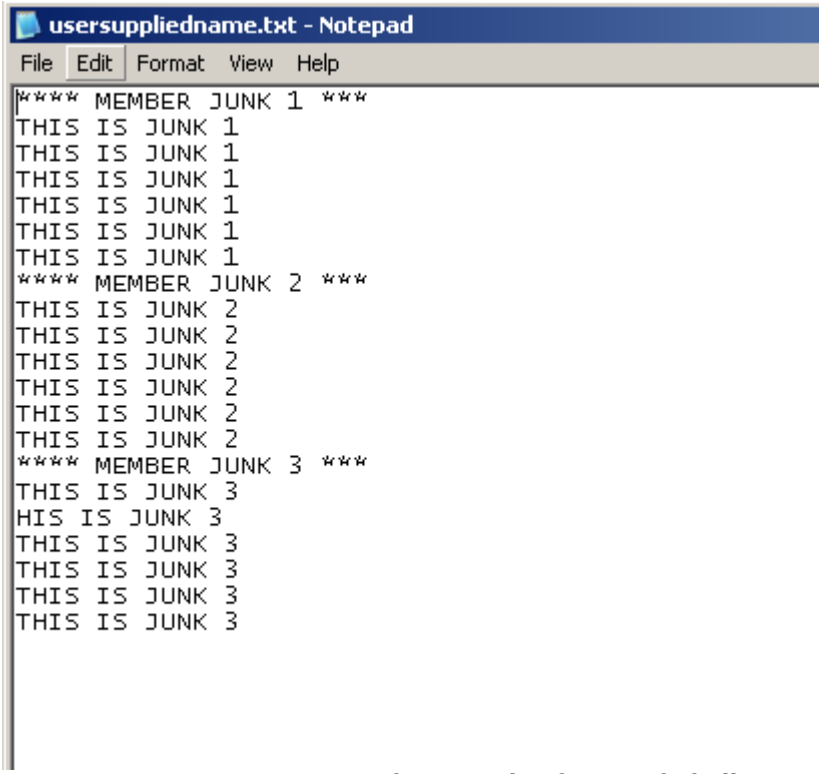


9.6.2.3 Confirm File Replacement with Append selected



9.6.2.3 Text file contents after append

9.6.2.4 Appended File Example. This is an example of what the appended file looks like after three files were transferred from the host. The files were Junk 1, Junk 2, and Junk 3 to the appended file usersuppliedname.txt on the local directory. The file was opened in notepad.

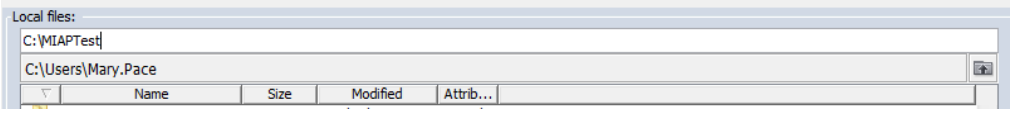


9.6.2.5: FTP Append – Example of Appended File

9.7 Opening Directories

To open a directory and display its subdirectories and files:

- Double-click the directory you want to open, or
- Type the path of the directory in the local files or the server files text box at the top of either pane, and then press Enter, or



- Use the Up button ( ) to view the files and directories in the next level up of the directory structure.

9.8 Creating New Directories

To create a new directory:

4. Connect to the FTP server if you need to create a directory on the server.

5. In the local or the server file pane (depending on where you want to add the directory), browse to the directory under which you want to create a new directory.

6. Click the New directory button to open the Create Directory dialog box.

   New directory button:

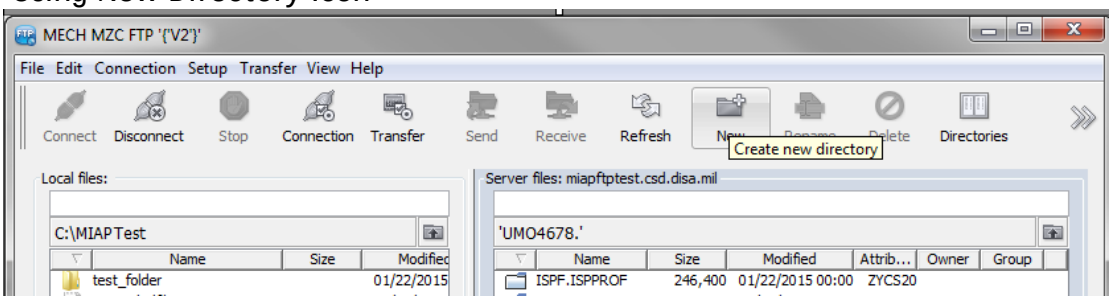
7. Enter a new directory name, click OK, and confirm your entry. A new directory is created. If you don't want to be prompted for confirmation each time you create a new directory, clear the **Confirm new directory creation** option in the General tab of the Transfer Settings dialog box.

Notes:

- The name you use must follow the naming conventions for the target operating system.
- Depending on your file access permissions, some host operating systems may not permit you to create a new directory using FTP. You will be informed of the status of your request if the log level is set to include the logging of server messages.

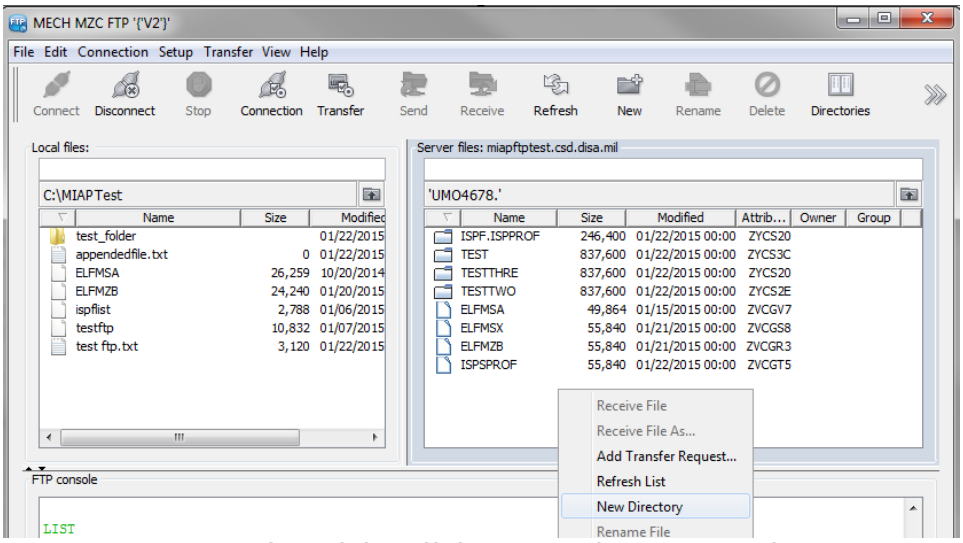
9.8.1 New Directory Options

Using New Directory Icon



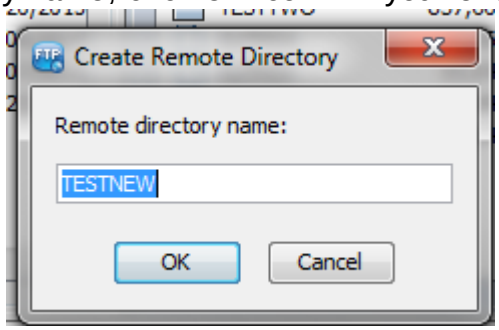
9.8.1 Using New Directory Icon

Using Right Click – New Directory Option



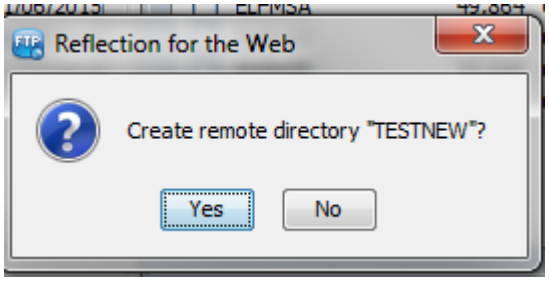
9.8.1 Using Right Click - New Directory Option

9.8.2 New directory name prompt. A pop up will appear prompting you to enter a new directory name, click OK. confirm your entry.

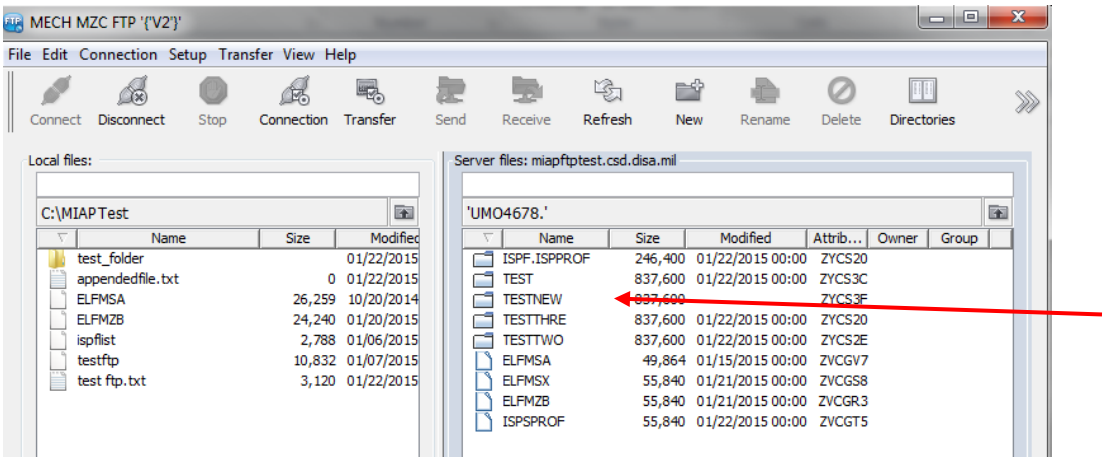


9.8.2 New Directory Name Prompt

9.8.3 New Directory Confirmation



9.8.3 New Directory Confirmation



9.8.3 New Directory shows in panel

9.9 Renaming Files and Directories

You can rename files and directories in the local and server file lists so long as you have the file access permissions necessary to do so. If the option is greyed out, you do not have permission.

To rename files or directories:

1. To rename files or directories on the host, connect to an FTP server. You do not need to be connected to an FTP server to rename local files or directories.

2. Select the file or directory that you want to rename.

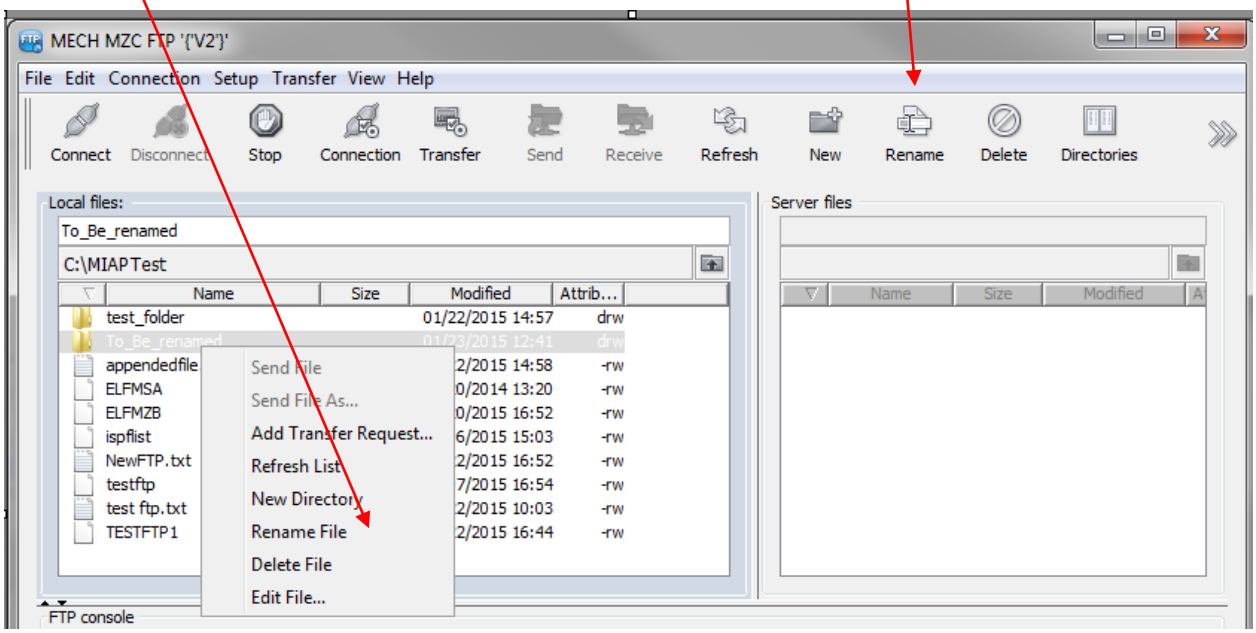
3. Click the Rename file button:

4. In the Rename File/Directory dialog box, confirm that the directory name you want to change is entered in the **Original Name** text box. Enter a name in the **New Name** box, and then click OK.

5. Reflection asks you to confirm that you want to rename the file or directory; click Yes. If you don't want to be prompted for confirmation each time you rename a file or directory, clear the **Confirm file renames** option in the General tab of the Transfer Setup dialog box.

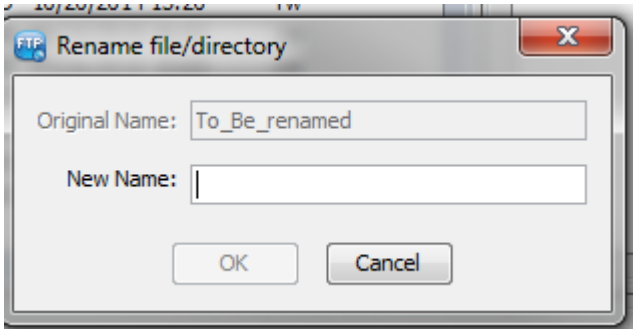
9.9.1 Renaming Examples

Select the file or directory to be renamed. Using the icon or the right click menu option, select rename.

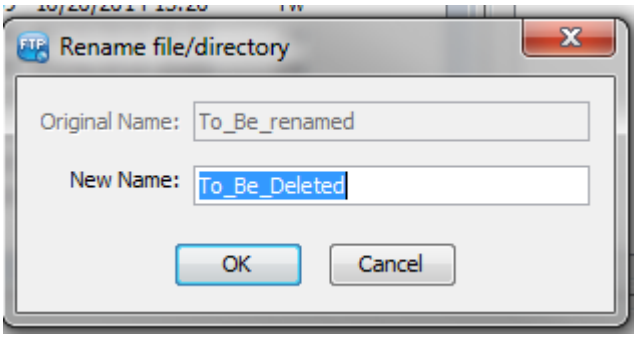


9.9.1 Local Panel showing Directory to be renamed

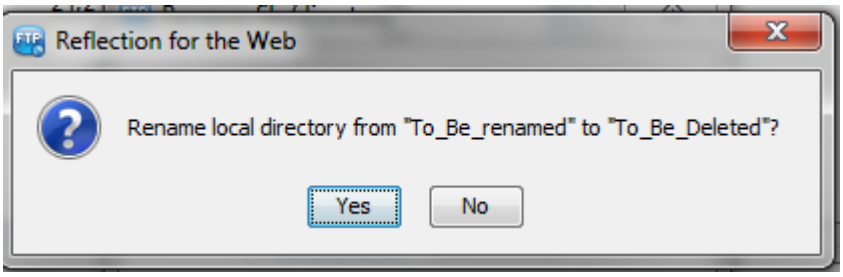
You will prompted for a new name.



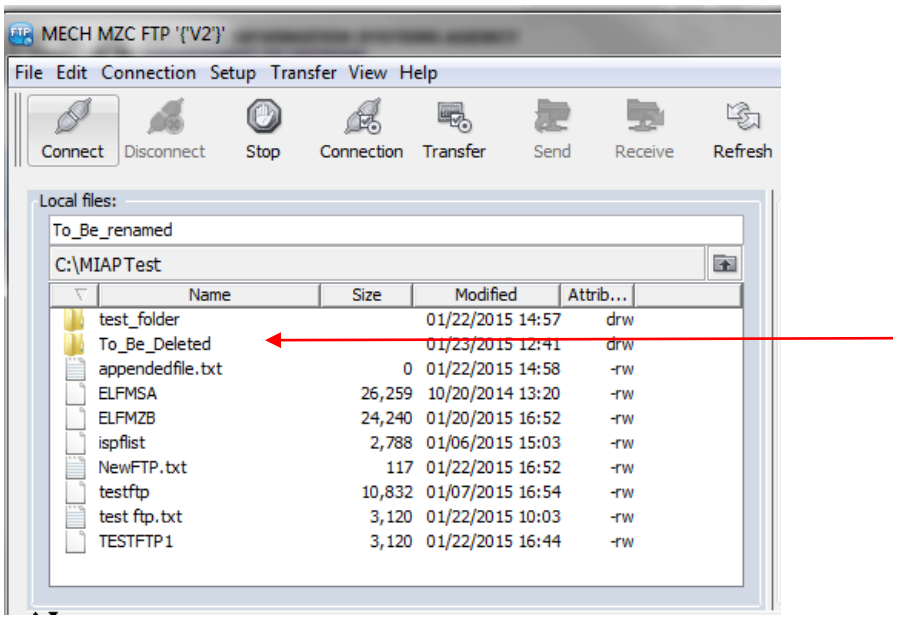
9.9.1 New name prompt



9.9.1 New name prompt – after



9.9.1 New name Confirmation



9.9.1 Name changed shows in panel.

9.10 Deleting Files and Directories

You can delete files and directories from the local computer or FTP server directory (provided you have privileges to do so).

To delete files:

1. To delete files from the host, connect to an FTP server. You do not need to be connected to an FTP server to delete files from the local computer.

2. Select all of the local files or all of the server files that you want to delete. (On a Microsoft Windows machine, hold down the Ctrl key to select multiple files, or hold down the Shift key to select a range of files.)

3. Click the Delete button:

4. Reflection asks you to confirm that you want to delete the selected files. If you don't want to be prompted for confirmation each time you delete files, clear the **Confirm file deletions** option in the General panel of the Transfer Setup dialog box.

To delete a directory:

1. To delete directories from the host, connect to an FTP server. You do not need to be connected to an FTP server to delete directories from the local computer.

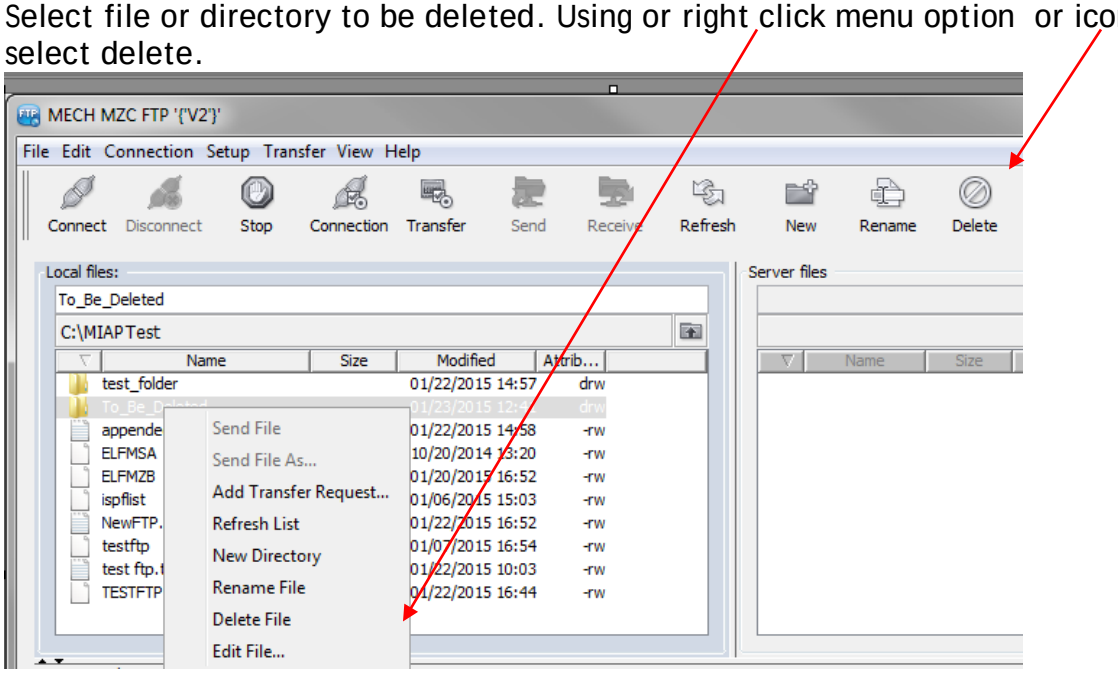
2. Select the client or server directory you want to delete.

3. Click Delete. (Note that you must follow the file system rules for the platform where you are deleting files.)

4. Reflection asks you to confirm that you want to delete the selected directory, unless the **Confirm file deletions** option is cleared in the General tab of the Transfer Setup dialog box. All deletions are confirmed by default. **Note:** When deleting directories that contain files or other directories, all the included files and directories are automatically deleted but only the top-level directory is confirmed for deletion.

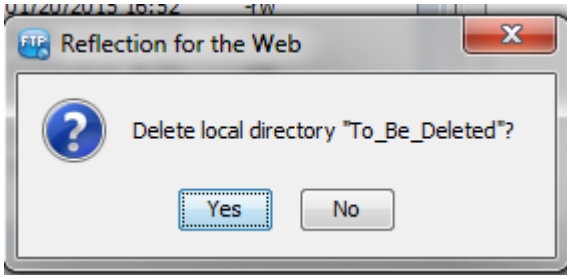
9.10.1 Deletion Example

Select file or directory to be deleted. Using or right click menu option or icon, select delete.

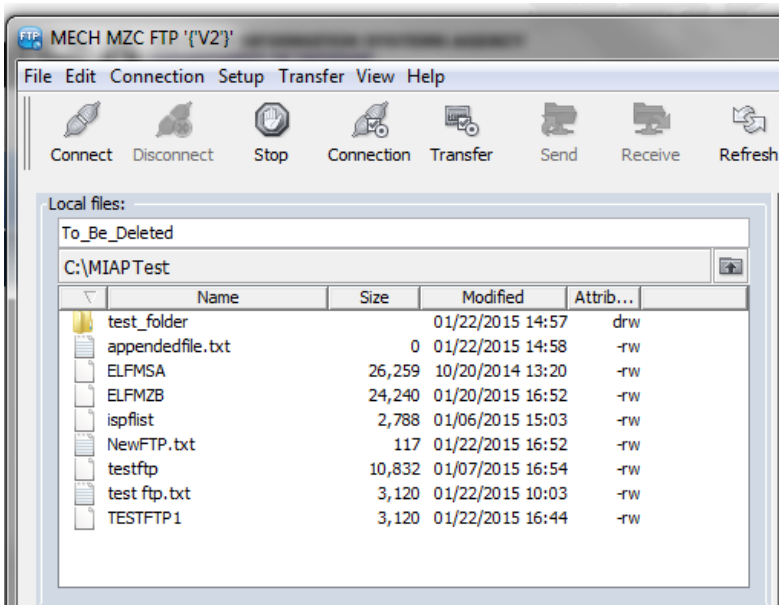


9.10.1 Local panel showing directory to be deleted

You will be prompted to confirm deletion. Select Yes to continue deleting selection.



9.10.1 Deletion Confirmation



9.10.1 Local panel showing directory no longer exists

9.11 Creating a Transfer Request

1. Select a file that you want to transfer in the Local files pane or the Host files pane and click Add transfer request on the toolbar. The information you provide for a send request or a receive request differs.

   Add transfer requests button:

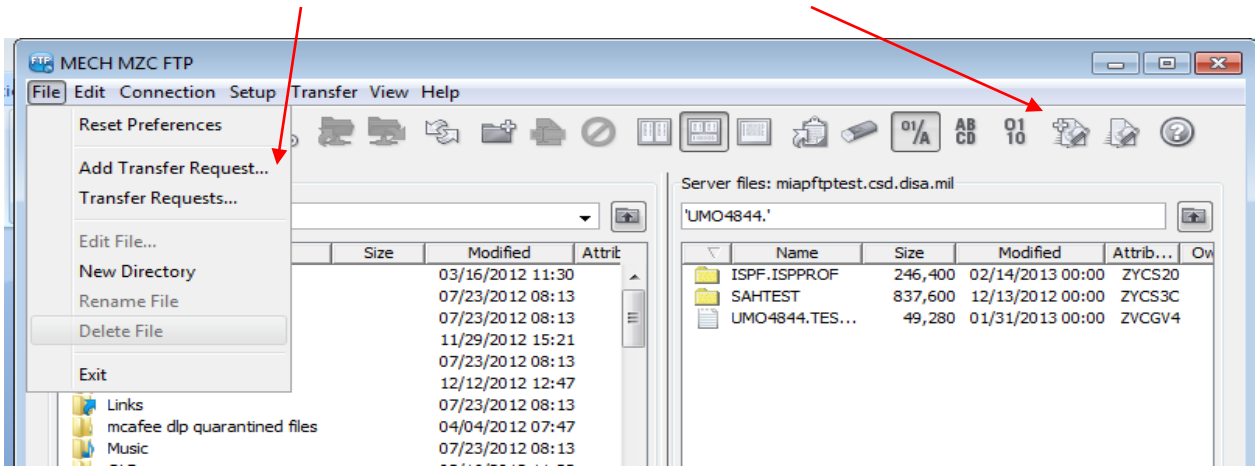
2. Review the information in the Send Transfer Request or Receive Transfer Request dialog box, and make any changes to the settings.

3. Click OK.

In the local directory and the server directory panes of the FTP client, navigate to the location where the file transfer operation is to be performed. This is an easy way to specify the directories that will be used in your file transfer request.

Select the file or files that you want to transfer in the Local files pane or the Server files pane

Click **Add transfer request** from the **File** menu or **Add Request** icon on the toolbar.



9.11 Adding aTransfer Request

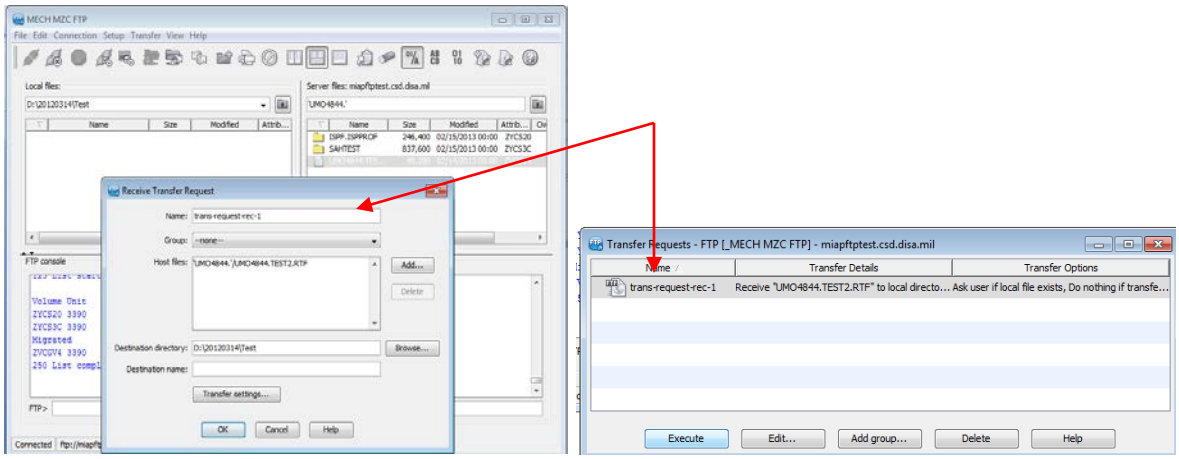
A **Receive Transfer Request** screen (shown below) or a **Send Request** screen will popup depending on whether the file(s) you selected to transfer were in the in the Local files pane or the Server files pane**.**

Specify a **Name** for the file transfer request.

Review the **Transfer settings** for the transfer request, and make any necessary changes.

Click OK.

A transfer request with that name will be added and will automatically be displayed on the **Transfer Requests** screen.



9.11 Transfer Request

9.12 Using Existing Transfer Requests

1. Transfer requests are shown in the Transfer Requests window. To open this dialog box, do one of the following:

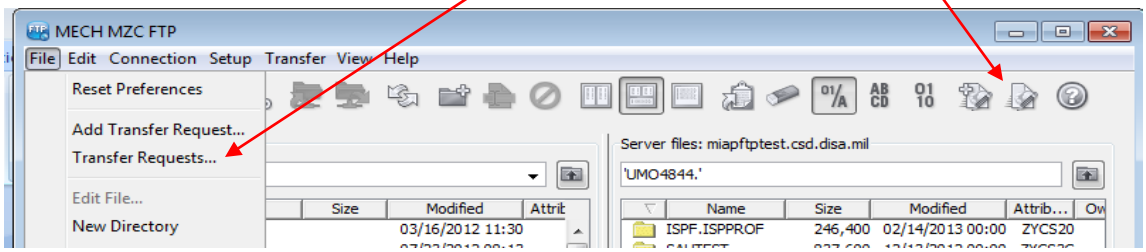
    - Open it from the File menu.

    - Open it from the FTP window. Click Show transfer requests window on the toolbar.

    Show transfer requests window button:

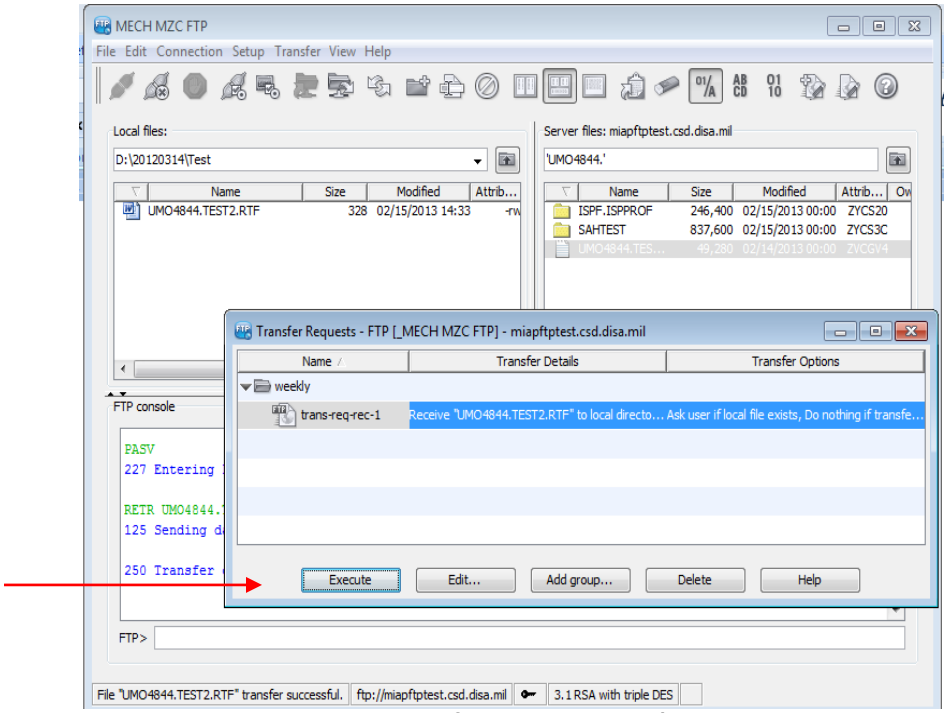
2. All existing transfer requests are listed in this dialog box, including transfer details about the files included in this transfer, and options you have configured for the transfer. To run a saved transfer, select it and click Execute. You can also edit or delete a transfer request in this list.

Transfer requests are shown in the Transfer Requests screen. To open this dialog box, do one of the following: Select **File**, then **Transfer Requests** or click the **Show transfer requests** icon on the toolbar.



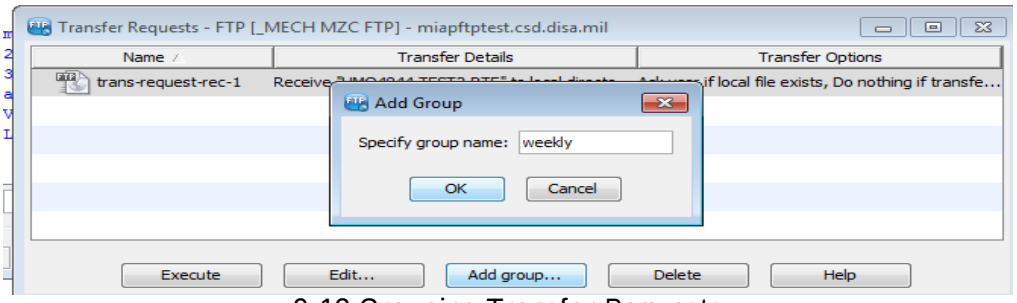
9.12 Selecting Transfer requests

In the Transfer Request window, select the desired request, click the option you want. Execute will execute the request. Edit will open the request for editing.



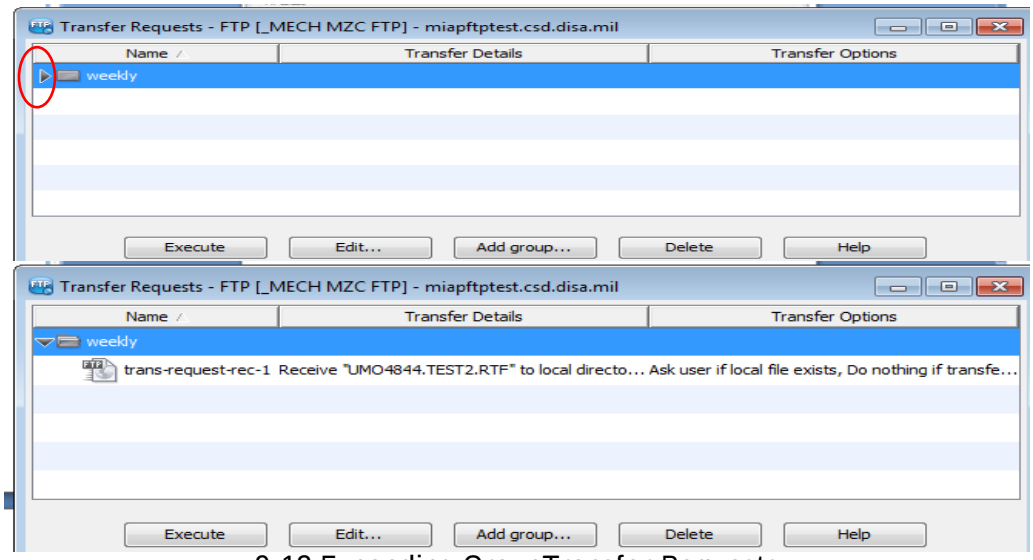
9.12 Transfer Request Options

Add group opens the Add Group dialog box, where you can specify a new group name. Use transfer request groups to organize requests that you routinely execute together. You can drag transfer requests into a group or edit the request and select from a list of available groups.



9.12 Grouping Transfer Requests

Click the arrow in front of the group folder to expand the group and show all requests that are included in it.



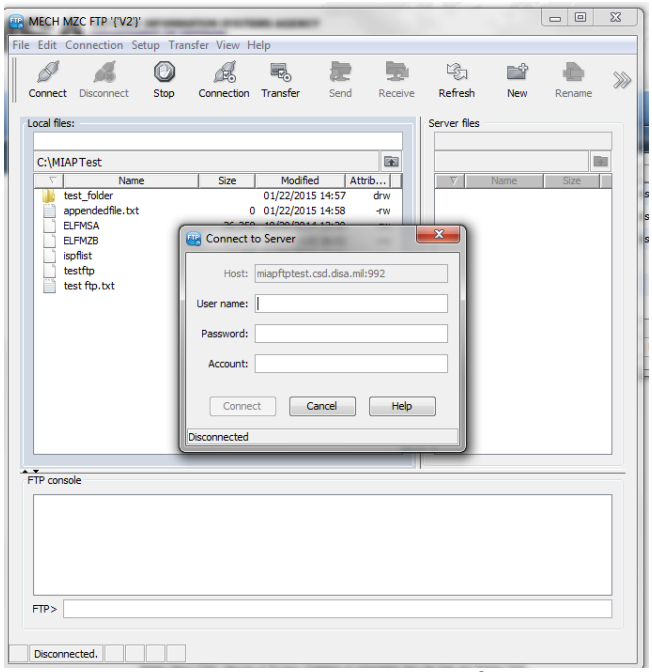
9.12 Expanding GroupTransfer Requests

Delete -select one or more transfer requests or group names, then click Delete to delete the transfer request.

9.13 FTP Stand alone or embedded in a Host Session Procedures:

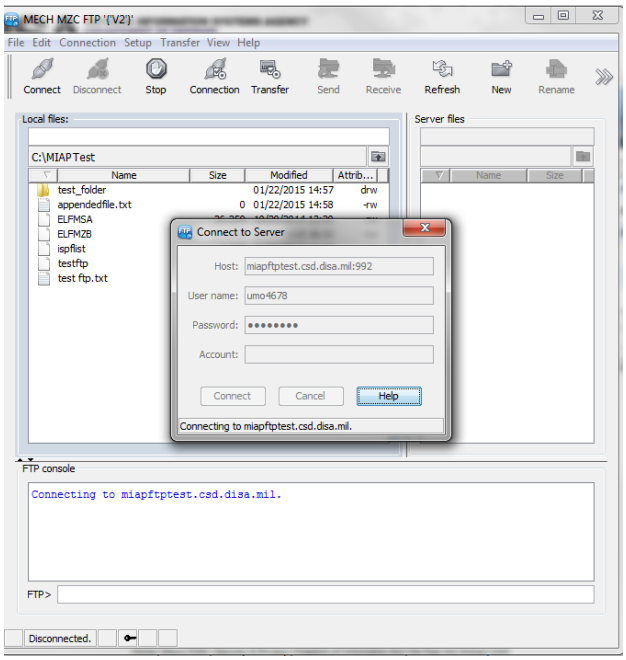
These steps will introduce you to MicroFocus Reflection FTP.

9.13.1 USERID and Password: After clicking on an FTP session, you will need to enter your USERID and PASSWORD that is defined for Application Host Access



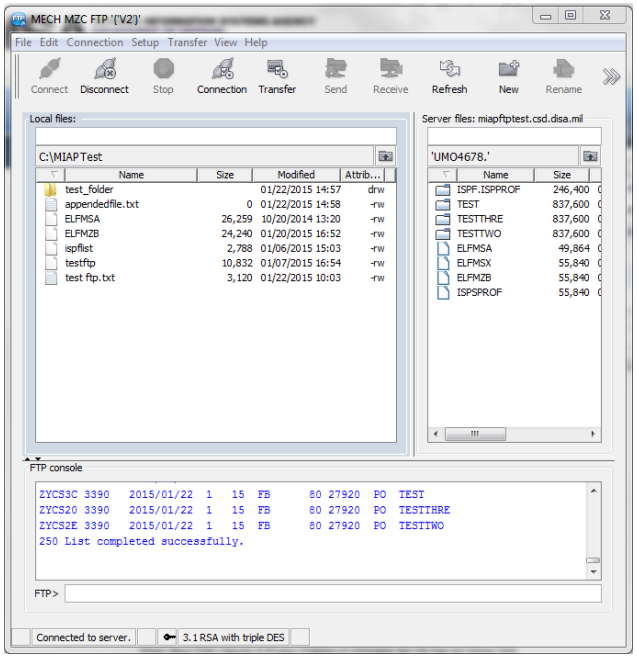
9.13.1: FTP USERID & Password Pop-up Screen

9.13.2 Connecting to Host. The FTP Client application is designed to log onto the Host.



9.13.2: FTP Connecting Screen

9.13.3 Screen view of an FTP session.



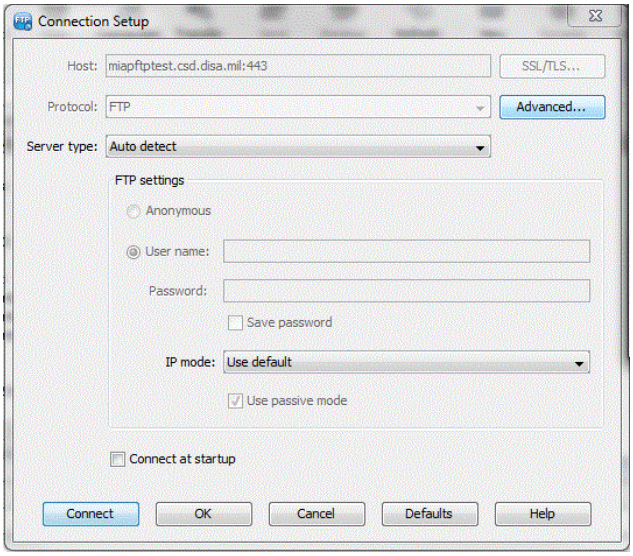
9.13.3: FTP Screen

9.13.4 FTP Preferences

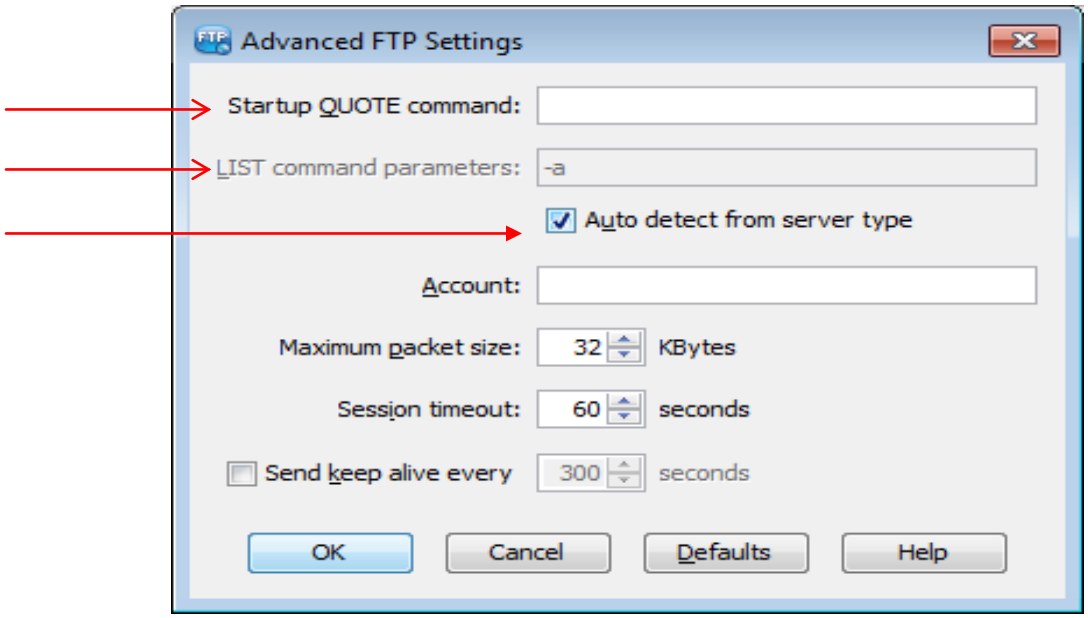
Any changes to the layout of the FTP Client will automatically be saved in your preference file when you exit.
Now each time you log onto this session the preference file will activate.

9.13.5 Connection Setup

Select **Connection**, then **Connection Setup. Server type** defaults to **Auto Detect**, which identifies the type of server you are connecting to. **Connect at Startup** is checked by default establishing an FTP connection as soon as the session is launched.



9.13.5 Connection Setup Screen



9.13.5 Advanced FTP Settings Screen

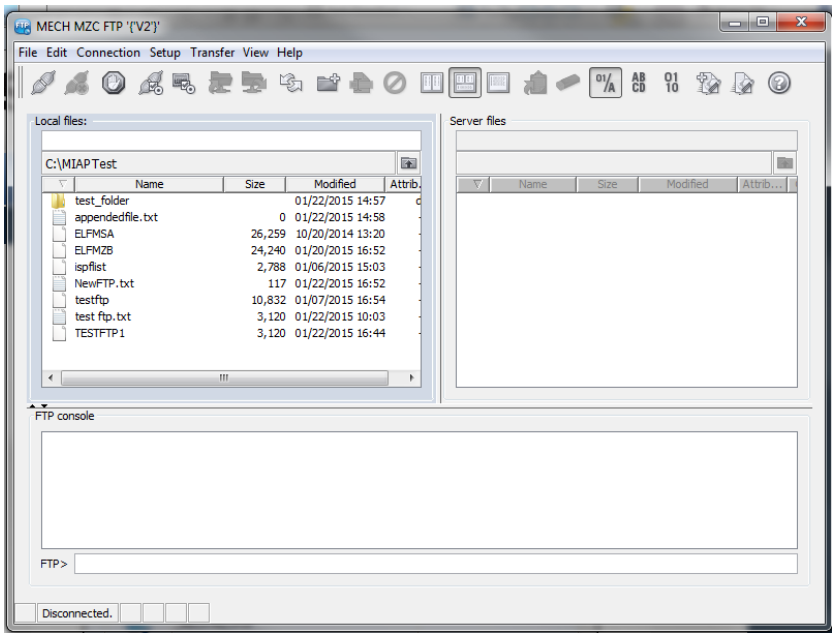
Startup QUOTE command The string you specify here is sent to the FTP server as the session starts. The Startup QUOTE command allows you to set FTP server options when starting the session.

LIST command parameters Specify any command parameters you that should be sent when issuing a LIST command to the FTP server. This option is available if you clear the check box for Auto detect from from server type.

Auto detect from server type The LIST command will use -a by default. When you clear this check box, you can specify LIST command parameters yourself.

9.13.6 Connect and Disconnect

When you click the Connect button, the Connect to Server dialog box opens using default values set in the Connection Setup dialog box. While connected, a Disconnect ( ) button becomes available. In the example below, the Disconnect button was clicked. This disconnects you from the Host.

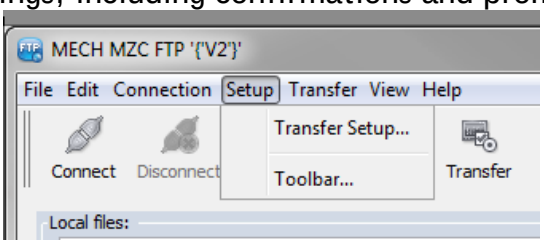


9.13.5: Connect & Disconnect FTP

Click the 'X' in the upper right part of the screen to cancel the session and return to your Session Menu.

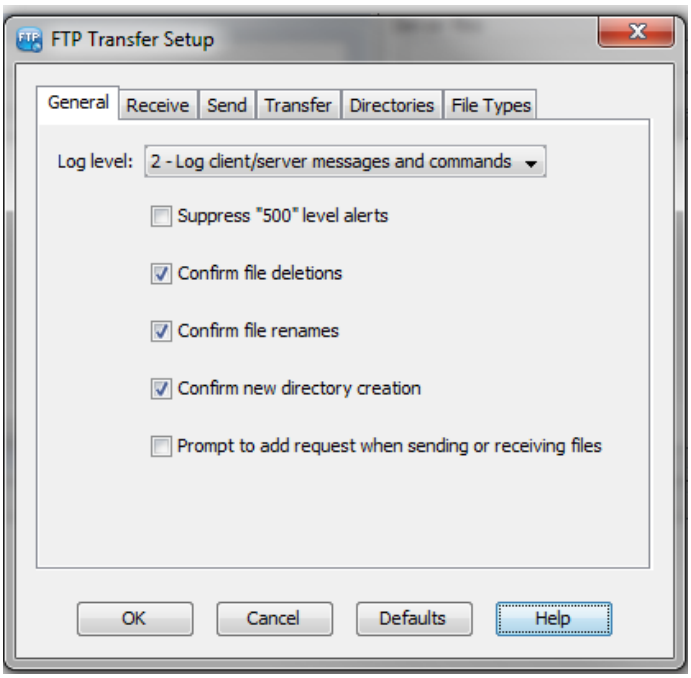
9.13.6 Transfer Setup

Configure general settings, including confirmations and prompts for file transfer.



9.13.6 Transfer Setup from Setup Menu

It opens to the FTP Transfer Setup including General (Configure general settings, including confirmations and prompts for file transfer), Receive (configure options to be used when receiving a file on the local machine), Send (configure configure options to be used when sending a file to the server), Transfer, Directories (covered below in 9.13.7 Default Directory Setup) and File Types.

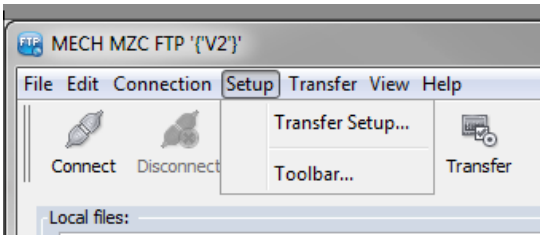


9.13.6 FTP SETUP General Tab

Under **Send** and **Receive**, one of the options available is “If local file exists”. Use this option to default how the transfer should operate if a file with the same name already exists.

9.13.7 Default Directory Setup

The settings on the Directories tab of the Transfer Setup dialog box determine the default local and remote directories.

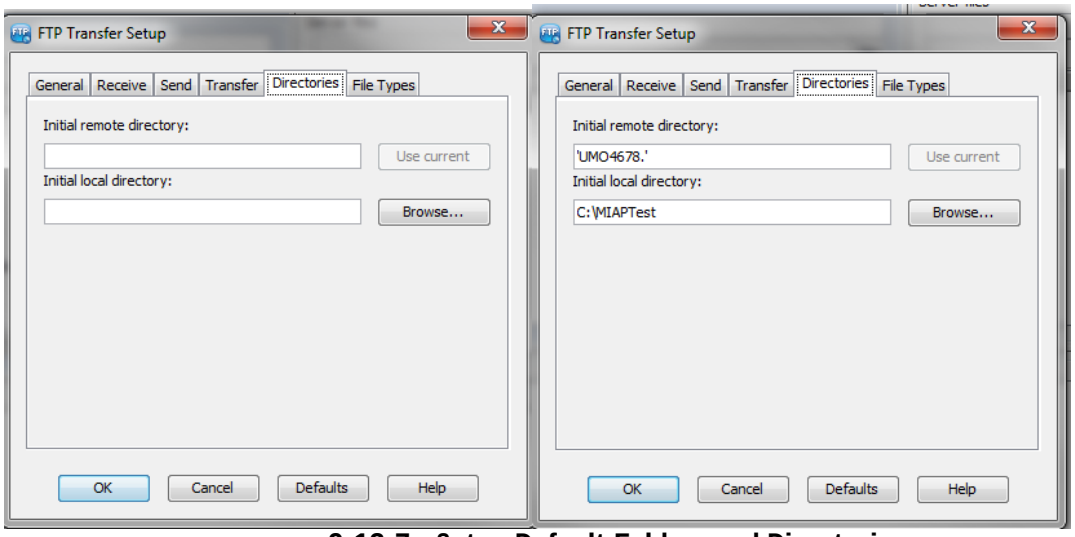


9.13.7 Setup Menu showing Transfer Setup Option

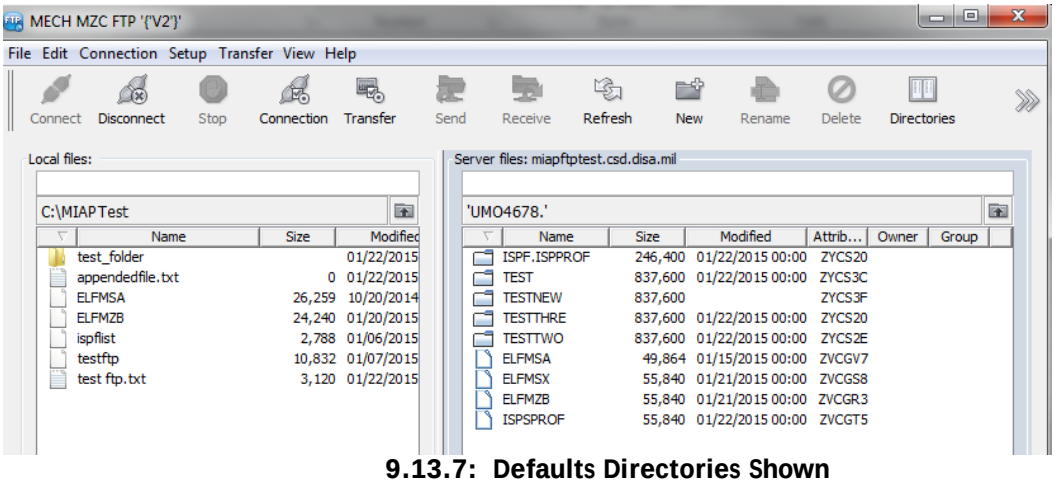
The following options are available:

Initial remote directory Specify the path to a home or default directory for the FTP site. When a connection to the FTP site is opened, the server working directory is set automatically to the specified home path. The files and folders in the server home directory appear in the right pane of the FTP session window. To designate the current FTP server directory as the home directory, click the Use Current button. The remote folder path should be enclosed in single quotes.

Initial local directory Specify the path to a home or default directory for the local computer. When a connection to the FTP site is opened, the local working folder is set automatically to this default path. The files and folders in the local home folder appear in the left pane of the FTP session window. Enter a path, or use the Browse button to specify a default directory on your computer.



9.13.7: Setup Default Folders and Directories.



9.13.7: Defaults Directories Shown

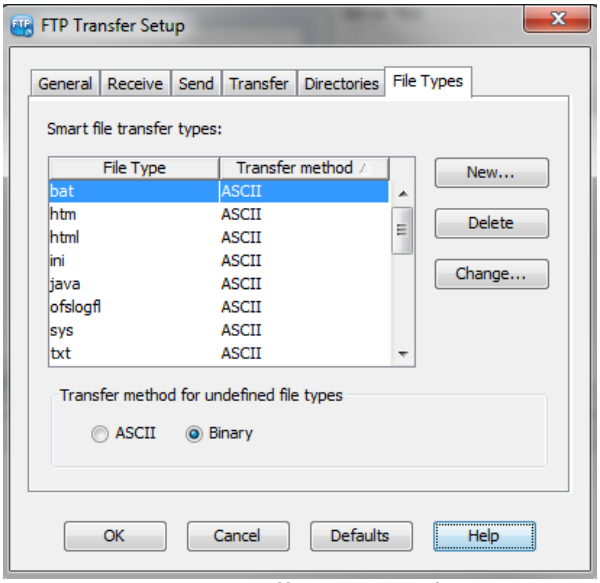
9.13.8 FTP Transfer setup: File Types

The File Types tab of the Transfer Setup dialog box includes options for transferring files between the local computer and the server.

If you want the FTP client to automatically determine what transfer method to use (ASCII or binary) based on the type of file that is being transferred, select the Smart transfer method button in the FTP session window. Using this method allows you to transfer a mix of file types—for example, some ASCII files and some binary files—with a single file transfer operation.

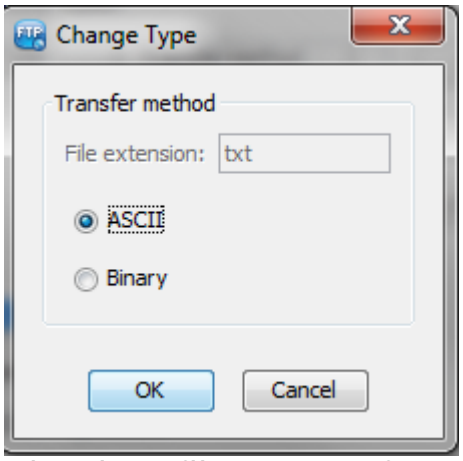
For smart file transfers, the FTP client uses the source file extension (string of characters following the last period in the file name) to determine what type of file is being transferred. The FTP client maintains a list of smart files types in this File Types dialog box. On the list, each file type is assigned a transfer method (ASCII or binary) appropriate for that type of file. When performing a Smart file transfer, the FTP client refers to the list of smart file types to determine what transfer method to use for the current file.

By default, **smart file transfer is enabled**.



9.13.8 File Types Tab

For each file type, you can change the transfer method. The method you select applies to FTP file transfers to and from the server.



9.13.8 Changing a file type transfer method.

Transfer method for undefined file types
These options apply to all files with extensions that are not included in the **Smart file transfer types** list.

ASCII **ASCII** sets the FTP file transfer method to ASCII for all undefined file types.

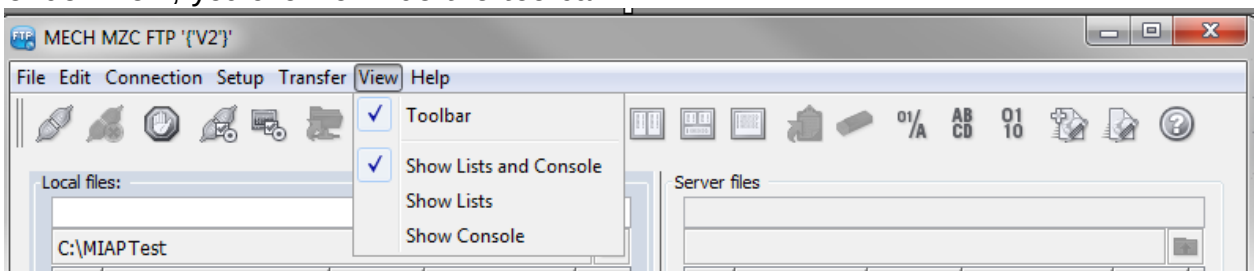
Binary **Binary** (the default) sets the FTP file transfer method to binary for all undefined file types.

9.14 FTP Toolbar:

Under Setup, you can also customize the appearance of the toolbar.

9.14 FTP Setup Menu - Toolbar

Under View, you show or hide the toolbar



9.14 FTP View Menu - Toolbar

The Toolbar Setup dialog box includes the current toolbar configuration and a set of buttons to use when configuring the toolbar. You can drag buttons to a new location within the toolbar, or you can drag buttons away from the toolbar to remove them. You can add new buttons. Please see **7.9 Toolbar** for a description of how to customize the toolbar.

Show selection: By changing the slection in the drop down, you change the appearance of the icons in the tool bar. You can use small buttons containing icons only, or you can use larger buttons including descriptive text. When the toolbar is displayed, you can also right-click in the toolbar to choose a display option.

Icon Only	Display icons in the toolbar without text
Icon and Text	Display buttons with descriptive text included on each button
Big Icon Only	Display large icons in the toolbar without text
Big Icon and Text	Display large buttons with descriptive text included on each button

Below is a description of the icons and their functionality.

Connect and Disconnect — Connect to or disconnect from an FTP server. When you click the Connect button, the Connect to Server dialog box opens using default values set in the Connection Setup dialog box. While connected, a Disconnect ( ) button becomes available.

Stop current operation — Cancel the current FTP activity.

Configure connection settings — Open the Connection Setup dialog box to set defaults and to control various aspects of FTP in Reflection. This button is available when the user menu level is set to Advanced or Administrator.

Configure Transfer Settings — Open the Options dialog box to configure FTP transfers. These options can be configured while the client is connected to an FTP server.

Use the buttons described below to transfer files or, if you are using a Java 2-compliant browser, you can select files and directories, and use a drag-and-drop procedure to transfer files.

Send selected files to host — Transfer selected files to the FTP server. (Or you can right-click files in the local files pane, and then click the Send to host command.)

Receive selected files from host — Transfer selected files to the local computer or networked drive. (Or you can right-click files in the server files pane, and then click the Send to local machine command.)

Refresh files — Refresh the local and server file panes in the FTP session window. (Or you can right-click files in a file pane, and then click the Refresh command.)

New folder — Create a new folder or directory on the local computer or on the remote server. Click in the local or server files pane, click this button, enter a directory name in the dialog box, and then click OK. (Or you can right-click files in a file pane, and then click the new folder command.)

Rename selected — Rename the selected directory or file. Select a directory or file in the local or server files pane, click this button, enter a new name

in the dialog box, and then click OK. (Or you can right-click files in a file pane, and then click the Rename selected command.)

Delete selected Delete the selected directory or file. Select a directory or file in the local or server files pane, and then click this button. (Or you can right-click files in a file pane, and then click the Delete selected command.)

Copy to Clipboard Save the text in the FTP console to your computer's Clipboard. This button is enabled only when information is displayed in the FTP console.

Erase console data Clear the contents of the FTP console. This button is enabled only when information is displayed in the FTP console.

Smart transfer method Use the smart file transfer method. If you want the FTP client to automatically determine what transfer method to use (ASCII or binary) based on the type of file that is being transferred, select this button. Using this method allows you to transfer a mix of file types—for example, some ASCII files and some binary files—with a single file transfer operation. To configure the transfer method used for specific file types during a smart file transfer, click the FTP Transfer Setup button, and then click File Types.

ASCII transfer method Use the ASCII transfer method to move ASCII text files between the FTP server and your computer. Word processing documents must be saved as text-only before they can be transferred using the ASCII method, because host-based text editors cannot interpret application-specific formatting data and because formatting information may be erroneously translated. Alternatively, transfer word processing documents using the Binary transfer method.

Binary transfer method Use the Binary transfer method to transfer binary files, such as .exe files and compressed files. Binary files contain nonprintable characters; using this method, a file is not converted or translated during the transfer. Select Binary, for example, to transfer a Microsoft Word document (saved with Word formatting) from one client local machine to another client local machine via the server. Many servers that store archives of local machine files use compression to reduce storage requirements; select Binary for these files as well. The Binary method is also appropriate for non-text data files that are shared between a local machine and host application.

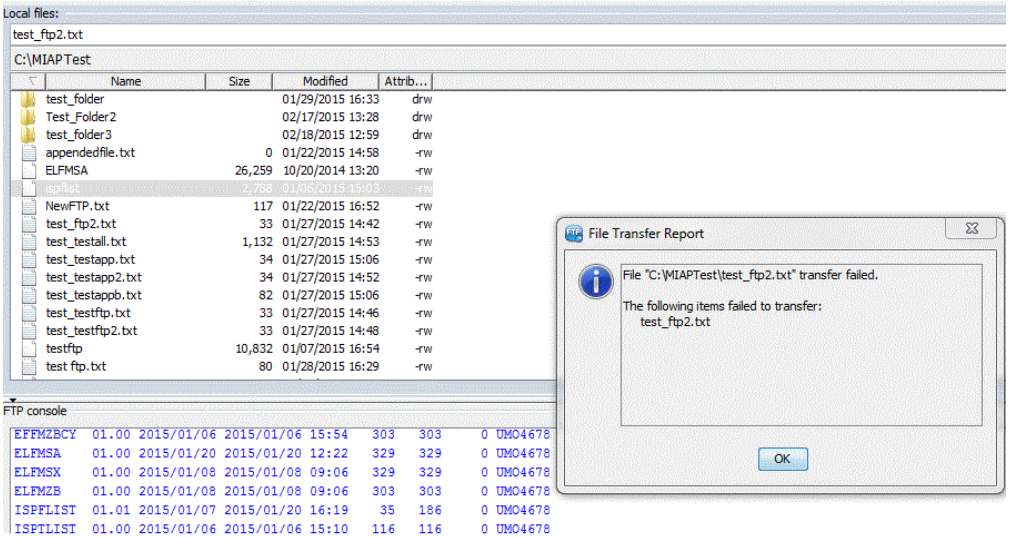
Add transfer request Use the Add transfer request button to create a transfer request for sending or receiving files. You can use the same request later after you create it.

Show transfer requests window Use the Show transfer requests window button to open file transfer request window. You can execute, edit, or review previously saved requests in this window.

Help Open this help page in a separate browser window, which includes links to complete information about the FTP client.

9.15 FTP Troubleshooting

If an error occurs sending a file to the host, the name of the file may be saved in cache. When you go to do the next send, that name may be still referenced.



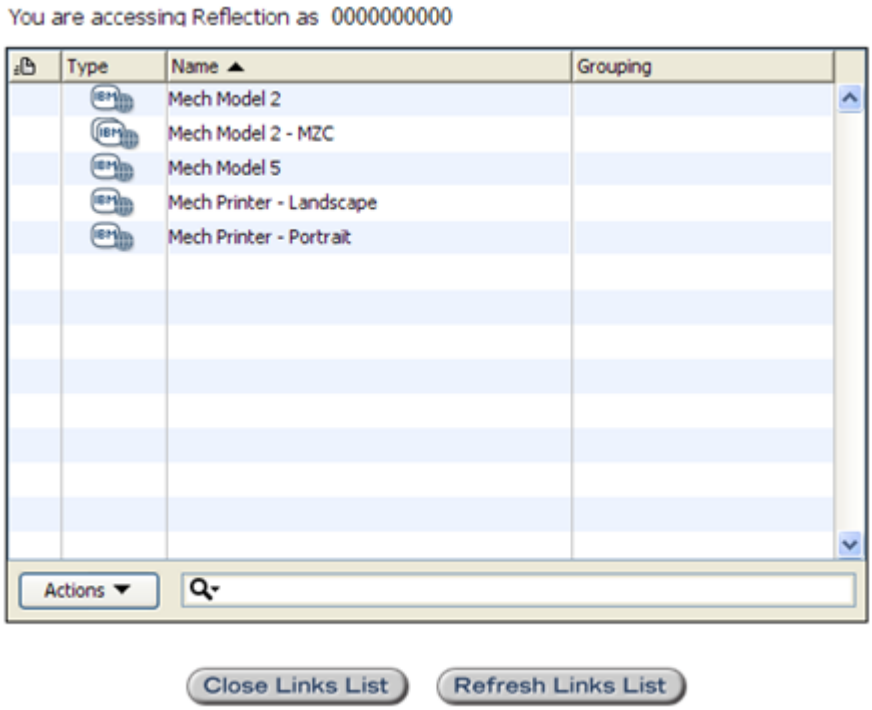
9.14 File name caching example

Solution: Select a local file name and hit “ctrl” and click on that file name. This will clear the cache.

10. Printer Access Procedures

This section describes the steps necessary to successfully print to a printer on your Local Area Network (LAN).

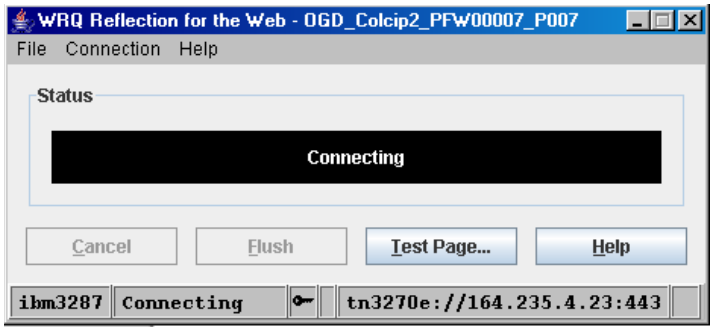
10.1 From the Users Menu Screen Click on assigned printer.



10.1: Users MIAP Session Menu

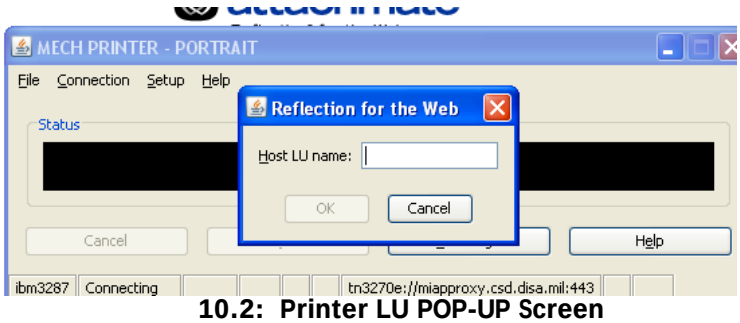
10.2 The printer screen will pop up on the terminal.

This screen will indicate that the session is connecting to the required printer.



10.2: Printer POP-UP Screen

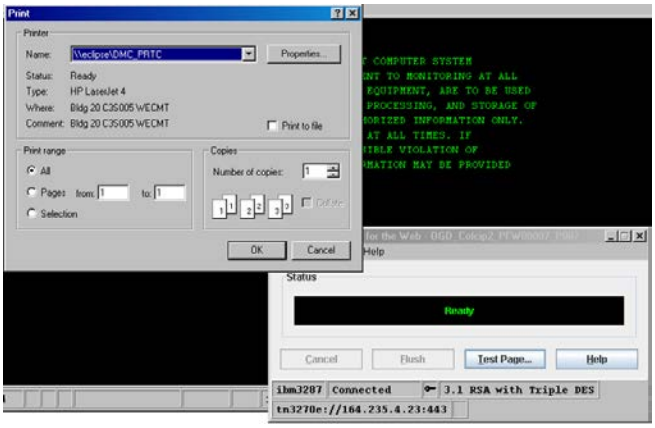
The first time you open a printer a session that does not have an LU Name associated with it, you will be prompted for the LU Name. Enter the LU Name for the printer you wish to use and click on 'OK'. The LU Name will then be saved in the Connection Setup Screen (See section 10.7) and you will not be prompted for it in the future.



10.2: Printer LU POP-UP Screen

10.3 After connecting to the printer a new screen will pop up.

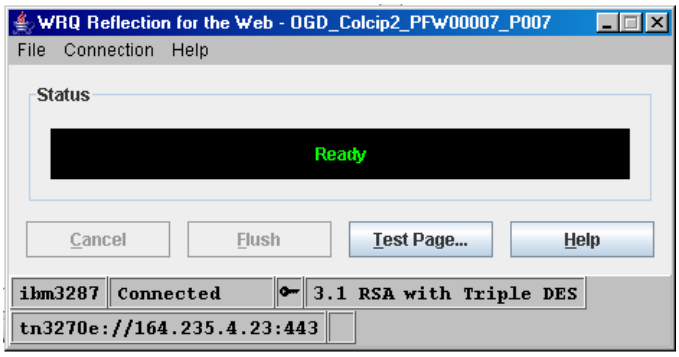
This screen indicates that the session has connected to the required printer and waiting for work. Click 'OK'.



10.3: Printer Connection Screen

10.4 After creating print.

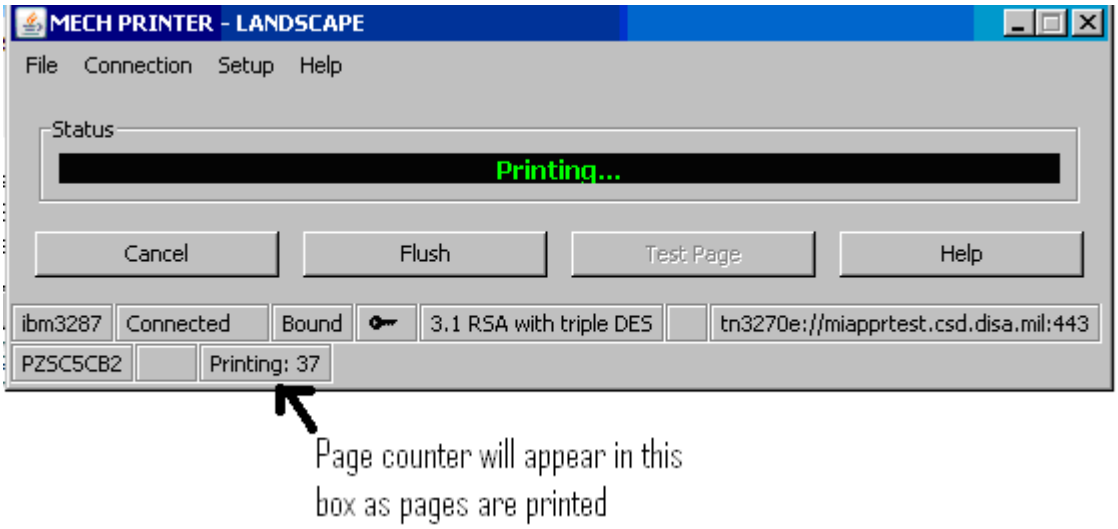
Printer screen will ask to print on your local LPT1 printer. That's Right; your local printer attached via a LAN or direct connected to your PC becomes your application printer.



10.4: Printer READY Screen.

10.5 File Printing Status and Page Counter.

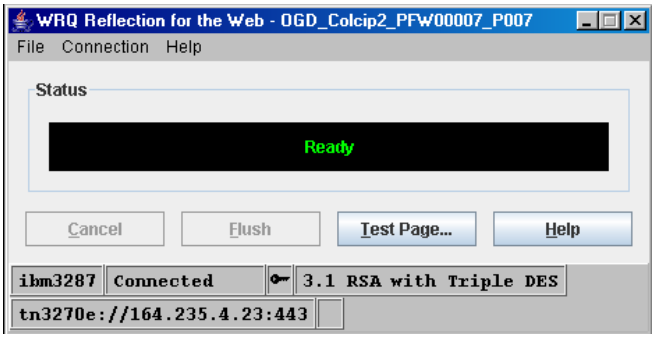
The printer screen will now show the status as 'Printing'. The file is being spooled down to the printer at this time. On multiple page reports, a page counter displays the page that is currently being spooled. (See arrow below). It might be hard to see because the numbers change very quickly as the file is being spooled.



10.5: Printer PRINTING Screen.

10.6 After completing the print file.

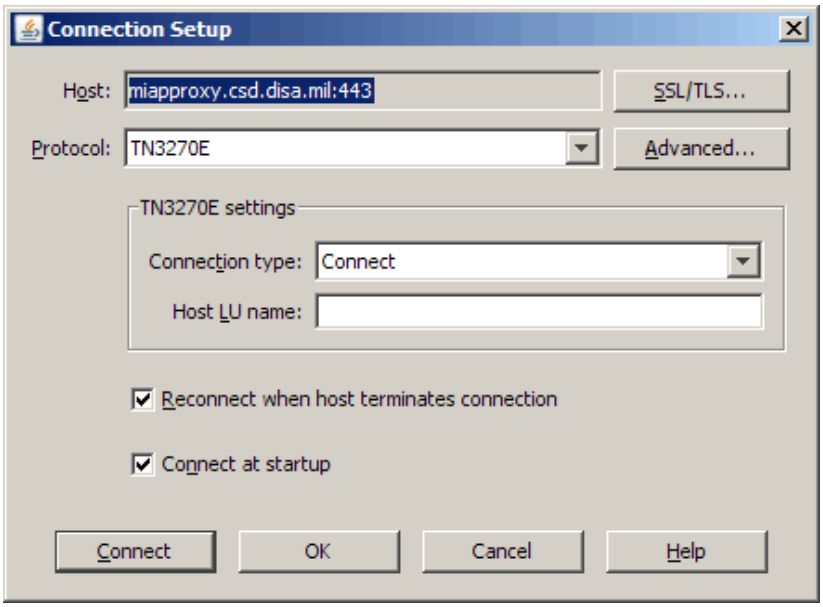
The printer screen will show a ready state, which indicates printer is waiting for more work.



10.6: Printer Returns to READY Status

10.7 Printer Session – Connection Setup. Click on the '**Connection**' tab, then '**Connection Setup**' at the top of the screen. Select the 'Help' button for more information on the fields.
NOTE: Please note the location of the "**Host LU name**" Field, as this field will contain your Printer LU for host printing.

The Host LU name or any other changes you make here will be automatically saved to your preference file. You will not need to enter them in the future when you open this session.



10.7: Printer Session – Connection Setup

11. Password Configuration Procedures

This section describes the steps necessary to successfully change your MIAP password. This applies to non-CAC users. Keep in mind, that MIAP password change does not affect your password on the host system. Initially you will be sent a link to set your password when signing onto MIAP. MIAP passwords are required to change every sixty days (60) days. If MIAP password has not been changed within that timeframe, MIAP access will be locked out. Procedures at that time are to call the DISA Service Desk to get MIAP account and password reset.

When creating a password,

- It must be at least 15 characters long
- Including at least two capital letters and two lower case letters
- Including at least two numeric characters
- Including at least two special characters
- The special characters available are: !, @, #, $, %, *.
- The password cannot be part of your USERID or name
- Cannot be a common name or word
- A user cannot change their password back to the current password
- Cannot use a password that was used within the last 24 password changes.

An example of a good password would be: **Egp!3rqmK4$lhsg**
An example of a bad password would be: **JohnKramersdog**

The password is case sensitive, so be careful when typing your password and ensure that the Caps Lock feature is turned off.

11.1 Change Your Password (for Non-CAC/PIV users).

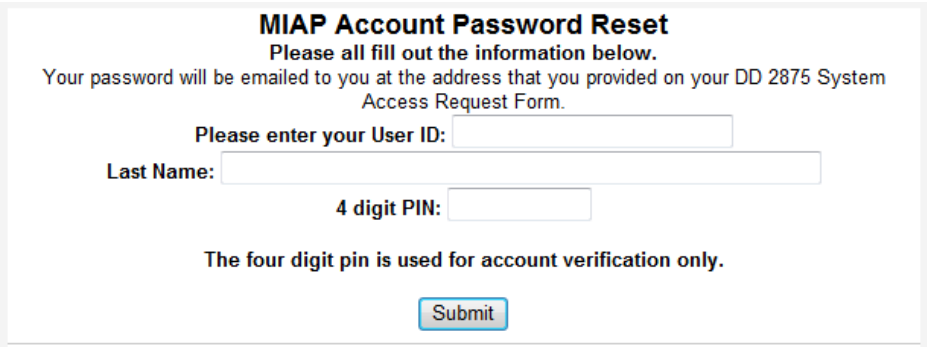
From the main MIAP Web Page, below the Non-CAC/PIV Account Management heading, click on "Reset" your password online.

11.1: MIAP WEB Page / Change your Password Screen

On the following screen, click on the available link.

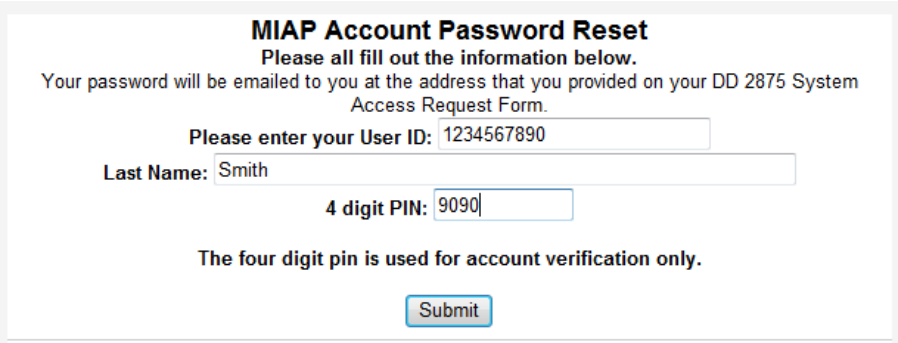
11.1: MIAP Password – Non-CAC Option

11.2 Enter required data as indicated.



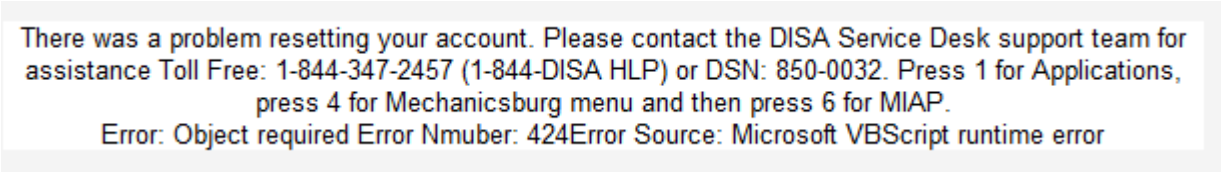
11.2: Change Password Data Entry Screen.

11.3 Example of Data input.



11.3: Change Password Data Entry Example screen.

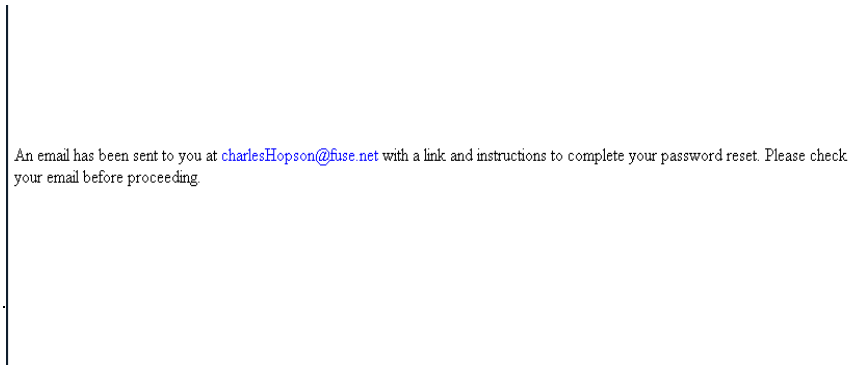
11.4 Example of Error screen:



11.4: Change Password Invalid Data Error.

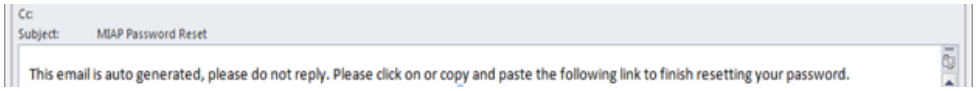
11.5 Data entered correctly:

The following screen appears if required data is entered correctly.



11.5: Change Password Correct Data Entry Screen.

11.6 Example of email sent for Password reset.



11.6: Change Password Email Instruction Screen.

11.7 Reset password Page as provided from the email sent to each customer requesting to change their password.

11.7: Reset Password Data Entry Screen

11.8 Reset Password Message. After completing the reset password data entry page, the following message appears.

11.8: Change Password Notification Screen.

12. Known Problems

This section describes the most common problems that can occur and the solutions.

	Problem	Cause	Solution
12.1	**12.1 - Gray Box or Gray box with red X.** Customer gets a white Reflection for the Web screen with gray box or gray box with red X in upper left-hand corner is displayed when attempting to launch the Administrative Web Station or a client session.	The gray box is an indication that JAVA or MS VM was not installed on customers PC or was installed, but not activated.	1. Check the JAVA configuration boxes located in the internet options of the browser. See paragraph 7.1 above to configure your java settings. 2. Load current version of Java. 3. If these do not work, open ticket at Mechanicsburg Help desk.
12.2	**12.2 - 'Connection to host failed'** Customer signs onto MIAP, when selecting the session link, a message comes back with 'connection to host failed', followed by TLS ALERT message type.	This is a generic error message that can have many causes including issues with HTTPS proxies, certificates, keystrokes, security proxy not running, wrong port specified for security proxy or SSL Host, etc.	A JAVA Console is needed to troubleshoot this error. Contact Customer Support and open a trouble ticket.
12.3	**12.3 - Expired or invalid authorization token**	The error message this end-user reported is usually related to expiration of the security proxy token. If you browse away from the terminal session and then come back without re-launching the session (re-authenticating) after the token has expired, this message will occur. By default, the life of the token is 20 minutes	1. Logon to the Java Control Panel a. Click on START\SETTINGS\CONTROL PANEL\JAVA 2. From the Java Control Panel a. On the Temporary Internet Files b. Click on the SETTINGS button 3. From the Temporary Files Settings a. Click on the Delete Files button 4. From the Delete Files and Application Panel a. Click all available check boxes. b. Click OK (all the out) Try accessing your session via MicroFocus Reflection once again. Report any problems to Mechanicsburg Help desk.

	Problem	Cause	Solution
12.4	**12.4 - File Transfer using IND$FILE Fails when using CL/SuperSession**	CL/Supersession requires that you set file transfer on within CL/Supersession.	With CL Super Session Make sure the Max Field Size = 2k ACII transfer method Variable record format TSO or CICS - issue the "\ft" CL/SS command before starting the IND$FILE? -- or issue "\o" CL/SS command and change Query Passthru to "y" before starting the IND$FILE? --- or "m"odify CICPJ3 from the CL/SS main menu, press F8, change Query Passthru to "y" before logging on to the CICS and starting the IND$FILE?

Table 4: Known Problems & Solutions

13. Problems / Resolution Reporting

MIAP users should document any problems relating to the use of MIAP and should describe the problem in detail, including the step in the process at which the problem occurred, the specific actions taken that caused the problem and the result of the action. The purpose for this information is to provide technicians with enough data to recreate the problem in order to successfully resolve it. The user should then contact their responsible DISA Service Desk. The DISA Service Desk will take the necessary steps to resolve the problem as reported by the user utilizing DISA Standard Operating Procedures (SOP). Once the problem has been corrected, the DISA Service Desk will notify the user of the resolution. Subsequent problems relating to the initial trouble report should refer to the previous attempts at solution.

Service Desk Support will be provided on a 24x7 basis. Users calling the Service Desk should identify themselves as "DMZ Users with a problem relating to MIAP". The Service Desk numbers are as follows:

The Global Service desk will handle all problems related to MIAP (MicroFocus Reflection) once you have established an account for access.

Global Service Desk	1-844-347-2457 (1-844-DISA HLP)	DSN 850-0032

Table 5: MIAP Problems Support Center

Press 1 for Applications, press 4 for Mechanicsburg menu, then 6 for MIAP.

Once you are in MIAP, if you are experiencing problems with the host application, please call the above number, press for Applications and select the appropriate Site (Ogden, Mechanicsburg, Montgomery, OKC, etc.) menu.

Montegomery	Press 1 for Applications, press 1 for Montegomery menu
Ogden	Press 1 for Applications, press 2 for Ogden menu
Columbus	Press 1 for Applications, press 3 for Columbus menu
Mechanicsburg	Press 1 for Applications, press 4 for Mechanicsburg menu
Oklahoma City	Press 1 for Applications, press 5 for Oklahoma City menu
San Antonio	Press 1 for Applications, press 6 for San Antonio menu
Saint Louis	Press 1 for Applications, press 7 for Saint Louis menu

Table 6: Host Application Problem Support Centers

- **C & A** Certification and Accreditation
- **Certification** The process of determining the effectiveness of all security mechanisms. The comprehensive evaluation of the technical and non-technical security features of an AIS and other safeguards, made in support of the accreditation process that establishes the extent to which a particular design and implementation meet a specified set of security requirements.
- **Code Red** Classification used to indicate high-risk Ports, Protocols and Services (PPS) lacking adequate security countermeasures
- **DECC** Defense Enterprises Computing Center
- **DISA** Defense Information Systems Agency
- **DoD** Department of Defense
- **DoDI** Department of Defense Instruction
- **ISP** Internet Service Provider
- **ISPF** Interactive System Productivity Facility
- **Message 10** Logon screen presented to users to access applications.
- **MIAP** Multi-host Internet Access Portal
- **NIPRNET** Unclassified but sensitive Internet Protocol Router Network
- **OST** Operations Support Team
- **PPSM** Ports, Protocols, and Services Management
- **RMS** Requirements Management System
- **SLA** Service Level Agreement
- **SNA3270** Mainframe emulation software provided by Sunlink.
- **SOP** Standard Operating Procedure
- **TN3270E** Mainframe emulation software provided by Telnet.
- **TSO** Time Sharing Option