

PROCEDURES for ACCESSING ELECTRONIC REPORT DISTRIBUTION SYSTEM (ERDS)

1. Double click the **DYNACOMM** icon.
2. At the next screen type in **FAANET**, hit **ENTER**.
3. Type your **LOGON-ID**, hit the **TAB** key, type your **PASSWORD**, hit **ENTER**.
4. At the next prompt, the blinking cursor should be at the bottom of the screen to the right of the Command Option. Type in **TSO12** and hit **ENTER**. Note: the O in TSO12 is Alpha.
5. The process enters the ERDS access screen, and if this is your first time accessing the program, a file buildup may have occurred. Be patient. When the ready prompt appears, type in the code **CORNC0** and hit **ENTER**. Note: the last character in this code is Numeric.
6. The next screen to appear will be: (CLIST LOGON SCREEN FOR USER, Your LOGON-ID). The next line requires the application name, type **ERDCT** if not already there, and hit the **TAB** key to move to the next field.
7. This is the print setting field. Enter the letter **P** for Production if not already there, and hit **ENTER**.
8. The next screen displays the options available to print. Select number 9 (IH-All Years) and hit the **TAB** key to move to the next field. This field is the Print Destination. You have two options: **(1) Print Locally or (2) Print Remote**.

If you select #1, the reports will print at your own workstation. The reports are sorted by organizational cost center, so you will only receive that portion of the report pertaining to your cost center range. NOTE: When printing locally, you can minimize your screen until the report has printed. Once printed you can exit the system. If you exit before the report prints, you may disconnect and lose your data.

If you select #2, the reports are printed faster and placed in your organizational bin outside of the Data General computer room.

9. The next screen is a list of organizations for which reports can be printed. The organization code (i.e., ACT) is located to the far right of each line. **TAB** down to the line containing your organizational code. Type the letter **S** and hit **ENTER**. The program will then execute the process.

If you have more than one organizational code in the table, and wish to repeat the process, hit the **ENTER** key to make your next selection and then continue this process until you have printed all desired organizations.

10. When you have completed your request, you can either hit the **F3** key or select **Option 10** which will return you to the TPX module. Once there, type **/K** and hit **ENTER** to exit the program.

11. **ERDS Open Document Listing Format** – Reports will print in Appropriation, then Cost Center sequence.

Travel Document Types

- | | |
|---|---|
| 11 - TDY Travel Orders | 12 - PCS Travel Order |
| 13 - Limited Open Authorizations (LOAs) | 14 - Ind. Gov't Transportation Request (GTRs) |
| 15 - Gov't Bills of Lading (GBLs) | 16 - Blanket Transportation Requests |
| 17 - Centralized Training Travel | 18 - Relocation Services Contract Obligations |

NOTE: THE FIRST TIME YOU LOG INTO ERDS WITH A NEW USERID, WHEN YOU GET TO THE OPTION TO PRINT, AND YOU GET AN ERROR, TYPE "PFSHOW OFF" AND HIT ENTER. THIS WILL REMOVE THE FUNCTION KEY DISPLAYS AT THE BOTTOM OF THE SCREEN THAT SOMETIMES OVERLAY THE PRINT QUESTION. YOU ONLY DO THIS ONCE!