

Module 4

Creating and Maintaining Requests

In this module you will learn:

- How to navigate in your library
- How to create requests in your library
- How to edit report requests in your library
- How to maintain members in your library

Supporting File/Documents:

- CIRS User Manual
- FOCUS User Manual

Module 4

Personal Library

The middle portion of the main menu lists report requests in your personal library. By default, your report requests are displayed in alphabetical order along with the date the report request was last changed. If the first line of a report request is a comment line, that line will appear as the description. Otherwise, the text NO DESCRIPTION FOUND will display.

COMPENDIUM REPORTS		ONLINE APPLICATIONS		CUSTOM FILES		OTHER	
CIRS PERSONAL LIBRARY							
Cmds	B Browse	C Copy	D Delete	E Edit	Row 1 of 17		
	P Print	R Rename	S Submit Batch	O Online Execution			
Cmd	Name	Description	Changed				
-	AAREPORT	ANNUAL AFFIRMATIVE ACTION REPORT	2003/05/23				
-	EMPHIST	EMPLOYMENT HISTORY REPORT	2003/05/28				
-	EMPLIST	EMPLOYEE LIST - RUN QUARTERLY	2003/05/23				
-	FACULTY	FACULTY STATS	2003/05/14				
-	HISTORY	USE WITH EMPLOYMENT HISTORY EXTRACT	2003/05/28				
-	LEAVEBAL	CURRENT LEAVE BALANCES BY SSA, BY NAME	2003/06/02				
-	MPPADD	ADDRESS AND WORK LOCATION FOR MPPS	2003/05/15				
-	MPPEMP	MPP EMPLOYEES BY EMPLOYMENT DATE	2003/05/23				
-	PAYMENT	USE WITH PAYMENT HISTORY EXTRACT	2003/01/15				
-	PERMAPPT	PERM APPTS SINCE 01/01/03	2003/05/23				
-	PSNCNT1	POSITION COUNT BY TIMEBASE	2003/05/23				
-	PSNCNT2	POSITION COUNT BY CBID	2003/05/23				
-	R08OT	OVERTIME REPORT FOR R08 EMPLOYEES	2003/05/23				
-	STDPAY	STUDENT PAY-CURRENT BUSINESS MONTH	2003/05/23				
-	TOTALSAL	TOTAL SALARY BY AGENCY UNIT	2003/05/15				
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib							
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract							

When your userid was created, 3 members were placed in your library: History, Payment and Verify\$. These are reserved for use with the Extract Functions (F12). Do not use these for any other purpose.

Note: Throughout this workbook, the term 'report request' will be used interchangeably with the terms 'member' and 'program'.

Navigation Options

The bottom portion of the main menu contains the function keys used for navigation in your library. For detailed information on the function keys, refer to the CIRS User Manual. Note: This module will only discuss the function keys related to navigation in your library. The other function keys will be discussed in other modules in this workbook.

COMPENDIUM REPORTS				ONLINE APPLICATIONS				CUSTOM FILES				OTHER			
CIRS PERSONAL LIBRARY															
Cmds		B Browse		C Copy		D Delete		E Edit		Row 1 of 17					
		P Print		R Rename		S Submit Batch		O Online Execution							
Cmd	Name	Description	Changed												
-	AAREPORT	ANNUAL AFFIRMATIVE ACTION REPORT	2003/05/23												
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-	FACULTY	FACULTY STATS	2003/05/14												
-	HISTORY	USE WITH EMPLOYMENT HISTORY EXTRACT	2003/05/28												
-	LEAVEBAL	CURRENT LEAVE BALANCES BY SSA, BY NAME	2003/06/02												
-	MPPADD	ADDRESS AND WORK LOCATION FOR MPPS	2003/05/15												
-	MPPEMP	MPP EMPLOYEES BY EMPLOYMENT DATE	2003/05/23												
-	PAYMENT	USE WITH PAYMENT HISTORY EXTRACT	2003/01/15												
-	PERMAPPT	PERM APPTS SINCE 01/01/03	2003/05/23												
-	PSNCNT1	POSITION COUNT BY TIMEBASE	2003/05/23												
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-	STDPAY	STUDENT PAY-CURRENT BUSINESS MONTH	2003/05/23												
-	TOTALSAL	TOTAL SALARY BY AGENCY UNIT	2003/05/15												
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib															
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract															

- F3 = exit your library/CIRS
- F4 = locate a report request
- F5 = sort the report requests
- F7 and F8 = scroll up and down, respectively
- F9 = search for a word, phrase or fieldname in your library

To use a function key:

Press the corresponding key on your keyboard. For example, to sort report requests, press the F5 key.

F1=Status	F2=New	F3=Exit	F4=Locate	F5=Sort	F6=Swap Lib
F7=Up	F8=Down	F9=Search	F10=Results	F11=HoldFile	F12=Extract

Depending on the function key selected, the system will either perform the function, or provide an options menu. If an option menu appears, follow the instructions and press the enter key to perform the function.

Creating Requests

Report requests are stored with unique names in your library until you delete them or your userid is deleted. There are several methods of creating report requests, but this module will only discuss creating a report from scratch. Other options will be described later in the workbook.

To create a report request from scratch:

1. From the main menu, press the F2 key to create a new report request.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

2. At the pop-up menu, type the name (1 to 8 characters) and press enter.

```
-----New Report Request-----|
| ENTER REPORT REQUEST NAME      |
| OR                              |
| LEAVE BLANK TO enter FOCUS ONLINE |
|                                 |
| NAME: TRAIN1                    |
|-----|
```

3. Navigate to the first data entry line using the TAB key and type your FOCUS commands. After the first line has been keyed, move the cursor to the second line using the TAB key and continue keying. Continue in this manner until all commands are keyed.

```
EDIT PD.CSUCFOC.UUSER(TRAIN1) - 01.01 Columns 00001 00072
Command ==> Scroll ==> PAGE
***** ***** Top of Data *****
////
////
////
////
////
Type commands
in this space
////
////
```

4. When all commands are keyed, press enter. Line numbers will automatically be added to the left of the commands and unused lines will be deleted. After reviewing for typos, press F3 to save and exit.

```
EDIT PD.CSUCFOC.UUSER(TRAIN1) - 01.01 Columns 00001 00072
Command ==> Scroll ==> PAGE
***** ***** Top of Data *****
000001 -* CURRENT EMPLOYEES
000002 EX AC
000003 TABLE FILE AC
000004 PRINT AC:CLASS
000005 AC:FTE
000006 AC:SALARY
000007 BY AC:WNAME
000008 IF RECORDLIMIT EQ 100
000009 END
***** ***** Bottom of Data *****
```

Line Edit Commands

The commands listed below can be used to edit lines in your report requests. To use a command, type the command(s) over any of the existing line number(s) and press enter. For example:

```

EDIT      PD.CSUCFOC.UUSER(TRAIN1) - 01.01   Columns 00001 00072
Command ==>                               Scroll ==> PAGE
***** ***** Top of Data *****
000001  -* ALPHA LIST OF CURRENT EMPLOYEES
000002  EX AC
000003  TABLE FILE AC
000004  PRINT AC:CLASS
000005           AC:FTE
000006           AC:SALARY
000007  BY AC:WNAME
000008  IF RECDLIMIT EQ 100
000009  END
***** ***** Bottom of Data *****
    
```

For the commands below, *n* denotes the number of times you want the operation to occur.

Command	Description
A	Indicates the line after which copied or moved lines are to be inserted.
An	Indicates the number of times copied/moved lines will be inserted after the line.
B	Indicates the line before which copied/moved lines are to be inserted.
Bn	Indicates the number of times copied/moved lines will be inserted before the line.
C	Copy a line.
Cn	Copy <i>n</i> lines starting at this line.
CC	Indicates the beginning and ending of a block of lines to be copied.
D	Delete a line.
Dn	Delete <i>n</i> lines starting at this line.
DD	Indicates the beginning and ending of a block of lines to be deleted.
I	Insert a line following this line.
M	Move this line.
MM	Indicates the beginning and ending of a block of lines to be moved.
R	Repeat a line. The repeated line is inserted after the line containing the R.
Rn	Repeat this line <i>n</i> times.
RR	Indicates the beginning and ending of a block of lines to be repeated.

Command Line Entries

The commands listed below can be entered on the command line when you are editing report requests. Press enter after typing a command. For example:

```

EDIT      PD.CSUCFQC.UUSER(TRAIN1) - 01.01   Columns 00001 00072
Command ==>  SAVE                               Scroll ==> PAGE
***** Top of Data *****
    
```

For the commands below, *n* denotes the number of times you want the operation to occur.

Command	Description
C ALL string string	Used to change all characters in the 1st string to characters in the 2nd string. If a string includes spaces, it must be enclosed in single quotes.
CANCEL	Exits the report request without saving any changes since the last save.
COPY	Takes you to the copy screen.
COPY member	Copies the specified member into the current report request.
DOWN <i>n</i>	Scrolls down <i>n</i> number of lines.
END	Exits the screen and saves changes.
FIND string	Finds the first occurrence of the string. To repeat the find, press F5.
LEFT <i>n</i>	Scrolls left <i>n</i> number of columns.
LOCATE <i>n</i>	Locates line number <i>n</i> and brings it to the top of the screen.
RESET	Restores the line number.
RIGHT <i>n</i>	Scrolls right <i>n</i> number of columns.
SAVE	Saves request without exiting.
UP <i>n</i>	Scrolls up <i>n</i> number of lines.

Maintenance Commands

All available maintenance commands are identified above the list of your report requests. For detailed information on the commands, refer to the CIRS User Manual. Note: This module will only discuss the commands related to maintaining your library. The other commands will be discussed later in this workbook.

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-	MPPEMP	MPP EMPLOYEES BY EMPLOYMENT DATE	2003/05/23				

- Browse = view a report request without the ability to make changes
- Copy = copy a report request from your library to the common library or to a new member in your library
- Delete = delete a report request in your library
- Edit = modify an existing report request
- Print = send the report request commands to the printer
- Rename = change the name of a report request

To use a maintenance command:

Type the alpha character to the left of the report name and press the enter key. For example, to rename a report request type an R and press enter.

CIRS PERSONAL LIBRARY							
Cmds	B Browse	C Copy	D Delete	E Edit	Row 1 of 17		
	P Print	R Rename	S Submit Batch	O Online Execution			
Cmd	Name	Description	Changed				
<u>R</u>	TRAIN1	ALPHA LIST OF CURRENT EMPLOYEES	2003/10/20				

Practice

1. Using the exercises from Module 3, create report requests in your library. Use the naming convention Train1, Train2, etc.
2. Practice using the Line Edit Commands and Command Line Entries.
3. Practice using the function keys related to navigation.
4. Practice using the maintenance commands related to maintaining your library.

What You Have Learned

In this module you have learned to:

- Create requests in your library
- Edit report requests in your library
- Maintain members in your library