Module 11

<u>Common Library</u>

In this module you will learn:

- Common library procedures

- How to access the common library

- How to find reports in the common library

- How to execute reports in the common library

- How to copy programs to and from the common library

Supporting Documents/Files:

- CIRS User Manual

Common Library Procedures

The common library is where all users and HR-ISA staff can share report requests. Common library members can be used 'as is' or can be copied to your library and modified. Be aware that changes an owner makes to her/his member could impact your use of the report request or define. To avoid this, we recommend copying the needed report request to your own library.

The procedures for the common library are as follows:

- Never edit a report request in the common library unless you are the owner. To prevent accidentally changing a report request, use the browse command when viewing report requests in the common library.

- Never place confidential information (e.g, SSN's) in the common library.

- All report requests in the common library must contain a comment line with the text 'OWNER USERID:' followed by a space and your userid.

- As a courtesy to others using the common library, report requests should contain statements that identify the purpose of the request, the files used and any special instructions needed. Refer to AAUSER in the common library for suggested comment lines.

- Report requests placed in the common library on a permanent basis must be listed in the index named AAINDEX.

- Any report request not listed in AAINDEX will be deleted on a monthly basis on the first calendar day of each month.

Accessing The Common Library

All the navigation options, maintenance commands and execution commands available for your personal library are also available for the common library.
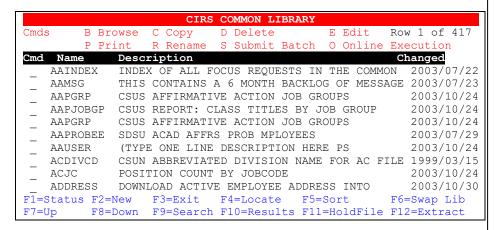
1. To swap your personal library with the common library, press the F6 key from the main menu.

```
 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. You will receive a screen indicating the common library is loading.

```
|--- Loading Common Library ---|
|                              |
|   Members Loaded:    275     |
|                              |
|------------------------------|
```

3. After it has finished loading, the common library will display. To return to your personal library, press the F6 key again.

```
                     CIRS COMMON LIBRARY
Cmds       B Browse   C Copy     D Delete        E Edit    Row 1 of 417
           P Print    R Rename   S Submit Batch  O Online Execution
Cmd  Name      Description                              Changed
 _    AAINDEX   INDEX OF ALL FOCUS REQUESTS IN THE COMMON  2003/07/22
 _    AAMSG     THIS CONTAINS A 6 MONTH BACKLOG OF MESSAGE 2003/07/23
 _    AAPGRP    CSUS AFFIRMATIVE ACTION JOB GROUPS         2003/10/24
 _    AAPJOBGP  CSUS REPORT: CLASS TITLES BY JOB GROUP     2003/10/24
 _    AAPGRP    CSUS AFFIRMATIVE ACTION JOB GROUPS         2003/10/24
 _    AAPROBEE  SDSU ACAD AFFRS PROB MPLOYEES              2003/07/29
 _    AAUSER    (TYPE ONE LINE DESCRIPTION HERE PS         2003/10/24
 _    ACDIVCD   CSUN ABBREVIATED DIVISION NAME FOR AC FILE 1999/03/15
 _    ACJC      POSITION COUNT BY JOBCODE                  2003/10/24
 _    ADDRESS   DOWNLOAD ACTIVE EMPLOYEE ADDRESS INTO      2003/10/30
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
```

4. If you know the name of the report request in the common library, you can locate it quickly by pressing the F4 key and typing the name and pressing the enter key.

```
|----------Locate Report Request---------|
|       ENTER REPORT REQUEST NAME        |
|               OR                       |
|          BEGINNING LETTERS             |
|                                        |
|         NAME:   DAILY___               |
|----------------------------------------|
```
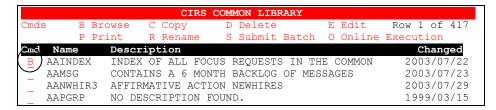
Finding Report Requests

There are two methods of finding report requests in the common library that meet your reporting needs. You can either browse the common library index (AAINDEX) and/or use the search function (F9).

To browse the index:

The common library member AAINDEX is a user maintained list of programs, defines and instructions that are intended to be used and/or copied by all CIRS users. Items listed in the index are retained in the common library on a permanent basis.

1. Type a B at the command line to the left of the report request AAINDEX and press enter.

```
                      CIRS COMMON LIBRARY
Cmds      B Browse   C Copy      D Delete      E Edit    Row 1 of 417
          P Print    R Rename    S Submit Batch  O Online Execution
Cmd   Name     Description                                    Changed
 B    AAINDEX   INDEX OF ALL FOCUS REQUESTS IN THE COMMON     2003/07/22
 _    AAMSG     CONTAINS A 6 MONTH BACKLOG OF MESSAGES        2003/07/23
 _    AANWHIR3  AFFIRMATIVE ACTION NEWHIRES                   2003/07/29
 _    AAPGRP    NO DESCRIPTION FOUND.                         1999/03/15
```

2. All the members in the index are listed in alphabetical order and provide the file(s) used along with a brief description.

```
 BROWSE    PD.CSUCFOC.COMMON(AAINDEX) - 01.99    Columns 00001 00072
Command ===>                                         Scroll ===> PAGE
************************** Top of Data ****************************
 ENTER THE NAME OF THE REPORT REQUEST, THE MAJOR FILE(S) USED AND A
      SHORT DESCRIPTION OF THE PURPOSE OF THE REPORT REQUEST.

  ** PLEASE PLACE NEW ENTRIES IN ALPHABETIC ORDER BY REPORT NAME **

REPORT        FILE(S)         PURPOSE
--------    -------------   -------------------------------------
AACUST25                    CUSTOM FILE INFO FOR FRESNO
AACUST30                    DEPT DECODE FILE INFO FOR CAMPUS HUMBOLDT
AACUST60                    CUSTOM FILES FOR CAMPUS SACRAMENTO
AAMSG                       MESSAGES ON CIRS MESSAGE BOARD
AAPGRP     AC,PS            CSUS AFFIRMATIVE ACTION JOB GROUPS
```

3. To find a report, scroll through the list using the F7 and F8 keys or enter FIND 'string' at the command line.

```
BROWSE     PD.CSUCFOC.COMMON(AAINDEX) - 01.99    Columns 00001 00072
Command ===>  find daily                             Scroll ===> PAGE
************************* Top of Data ****************************
```

5. After identifying a report, note the name and press F3 to exit and return to the library.

To use the search function:

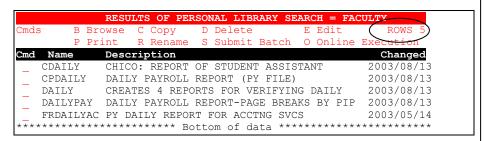1. Press the F9 key from the main menu

```
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 search menu, type the search string (1- 15 characters) and press the enter key. Note: If the search string contains a space, quotes are not needed. For example:

```
|---------- Search Common Library ---------|
|                                          |
|  ENTER SEARCH STRING  daily              |
|                                          |
|------------------------------------------|
```

3. While the system is searching the library, a message will display indicating the number of matching members found.

```
|------Searching Personal Library-----|
|                                     |
|   MATCHING MEMBERS FOUND:   5       |
|                                     |
|-------------------------------------|
```

4. When the search has completed, the system will display the matching report requests and the number of members (rows) found will be shown in the upper right corner.

```
             RESULTS OF PERSONAL LIBRARY SEARCH = FACULTY
Cmds      B Browse  C Copy    D Delete      E Edit      ROWS 5
          P Print   R Rename  S Submit Batch  O Online Execution
Cmd  Name     Description                           Changed
 _   CDAILY    CHICO: REPORT OF STUDENT ASSISTANT    2003/08/13
 _   CPDAILY   DAILY PAYROLL REPORT (PY FILE)        2003/08/13
 _   DAILY     CREATES 4 REPORTS FOR VERIFYING DAILY 2003/08/13
 _   DAILYPAY  DAILY PAYROLL REPORT-PAGE BREAKS BY PIP 2003/08/13
 _   FRDAILYAC PY DAILY REPORT FOR ACCTNG SVCS       2003/05/14
************************ Bottom of data ************************
```

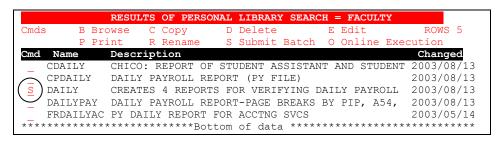- If desired, you can perform another search within the results of the previous search by pressing the F9 key and entering another search string. When the F3 key is pressed, you will be returned to the main menu.

- If the system does not find any report requests that contain the search string, a message will display in the upper right corner indicating there were no matches. To initiate another search, press the F9 key again.

Executing Report Requests

Report requests in the common library can be executed either online or through batch using the same commands as those used in your library. Note: Reports may contain text or screening statements specific to a particular campus.

1. To execute a report, type your selection (S or O) at the prompt to the left of the name and press enter

```
           RESULTS OF PERSONAL LIBRARY SEARCH = FACULTY
Cmds      B Browse    C Copy      D Delete      E Edit        ROWS 5
          P Print     R Rename    S Submit Batch  O Online Execution
Cmd  Name      Description                                    Changed
 _   CDAILY    CHICO: REPORT OF STUDENT ASSISTANT AND STUDENT 2003/08/13
 _   CPDAILY   DAILY PAYROLL REPORT (PY FILE)                 2003/08/13
 S   DAILY     CREATES 4 REPORTS FOR VERIFYING DAILY PAYROLL  2003/08/13
 _   DAILYPAY  DAILY PAYROLL REPORT-PAGE BREAKS BY PIP, A54,  2003/08/13
 _   FRDAILYAC PY DAILY REPORT FOR ACCTNG SVCS                2003/05/14
****************************Bottom of data ****************************
```

2. With either method of execution, the required file(s) will automatically be selected. If the file confirmation panel is turned on, confirm the selections and press enter to submit.

```
|--------------- Confirm Batch FOCUS File Selections -------------|
|. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .|
| REPORT REQUEST : DAILY                                          |
|. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .|
| DIRECT OUTPUT TO: 1  1=REPORT FILE  2=PRINTER                   |
|. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .|
| CAMPUS FILES (FILE SELECTION = X)                               |
| _ AC  ACTIVE CURRENT STATUS    . X PY  PAYMENT HISTORY EXTRACT |
| _ AN  CURRENT STATUS 10/31/__  . _ PHS PAYMENT DATA SUMMARY    |
| _ A54 TRANSACTION DATA         . _ SN  SENIORITY POINTS        |
| _ CH  CAMPUS HEADER            . _ SP  SEPARATED CURRENT STATUS|
| _ EH  EMPLOYMENT HISTORY EXTRACT . _ ST  STUDENT ASSISTANT     |
| _ LV  LEAVE FILES (ALL)        . _ TR  TRANSACTION DATA        |
| _ PH  PAY DATA FY 02/03        . _ UI  UNEMPLOYMENT DATA       |
| _ PH  PAY DATA PRIOR MONTH     .                              |
|                                                                |
| SYSTEMWIDE FILES (FILE SELECTION = X)                          |
| _ PS  PAY SCALES               . _ SAN CURRENT STATUS 10/31/__ |
| _ SAC ACTIVE CURRENT STATUS    . _ STR TRANSACTION DATA        |
|                                                                |
|             ENTER TO CONTINUE = F3 TO CANCEL                   |
|----------------------------------------------------------------|
```
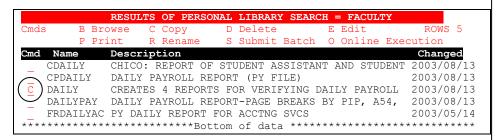
3. If executed online (without errors), and records were retrieved, the results will display in the hot screen. If submitted through batch, confirm the job has completed by pressing the F1 key. After confirming the job completed, press the F10 key to access your batch results.

Copying From The Common Library

If you find a member in the common that you would like to use, you can copy it to your library and make any changes needed.

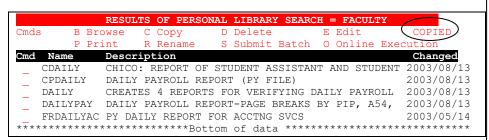**Reminder! Never edit a report request in the common unless you are the owner of that report.**

1. From the common library, type a C at the command line to the left of the report request and press enter.

```
                RESULTS OF PERSONAL LIBRARY SEARCH = FACULTY
Cmds      B Browse   C Copy      D Delete      E Edit          ROWS 5
          P Print    R Rename    S Submit Batch  O Online Execution
Cmd  Name     Description                                  Changed
  _   CDAILY   CHICO: REPORT OF STUDENT ASSISTANT AND STUDENT 2003/08/13
  _   CPDAILY  DAILY PAYROLL REPORT (PY FILE)                 2003/08/13
  C   DAILY    CREATES 4 REPORTS FOR VERIFYING DAILY PAYROLL  2003/08/13
  _   DAILYPAY DAILY PAYROLL REPORT-PAGE BREAKS BY PIP, A54,  2003/08/13
  _   FRDAILYAC PY DAILY REPORT FOR ACCTNG SVCS               2003/05/14
****************************Bottom of data ****************************
```

2. At the confirm copy screen, the name of the report being copied is automatically supplied as the name of the report in the destination library. To accept the default name, press enter.

```
|------------- Confirm Copy ----------|
|                                     |
|   COPY DAILY     OF COMMON LIBRARY   |
|     TO DAILY     OF PERSONAL LIBRARY |
|                                     |
|    ENTER TO CONTINUE - F3 TO CANCEL  |
|-------------------------------------|
```

3. The message COPIED will appear in the upper right corner of the screen. To clear the message, press enter. To return to your library, press F3.
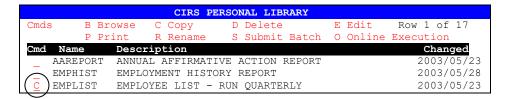
```
                RESULTS OF PERSONAL LIBRARY SEARCH = FACULTY
Cmds      B Browse   C Copy      D Delete      E Edit         COPIED
          P Print    R Rename    S Submit Batch  O Online Execution
Cmd  Name     Description                                  Changed
  _   CDAILY   CHICO: REPORT OF STUDENT ASSISTANT AND STUDENT 2003/08/13
  _   CPDAILY  DAILY PAYROLL REPORT (PY FILE)                 2003/08/13
  _   DAILY    CREATES 4 REPORTS FOR VERIFYING DAILY PAYROLL  2003/08/13
  _   DAILYPAY DAILY PAYROLL REPORT-PAGE BREAKS BY PIP, A54,  2003/08/13
  _   FRDAILYAC PY DAILY REPORT FOR ACCTNG SVCS               2003/05/14
****************************Bottom of data ****************************
```

Copying To The Common Library

If you have a member in your library that you would like to share with others, you can copy it to the common library. When it is copied to the common using the method below, the system will automatically insert a line that identifies you as the owner. Do not move, modify or delete this line.

Reminder! If your program is not added to AAINDEX in the common library, or if it does not have an owner userid on the 2nd line of the owner statement, it will be deleted at the close of the calendar month.
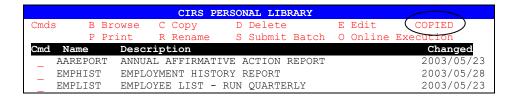
1. From your personal library, type a C at the command line to the left of the report request and press enter.

```
                        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
 _   AAREPORT  ANNUAL AFFIRMATIVE ACTION REPORT           2003/05/23
     EMPHIST   EMPLOYMENT HISTORY REPORT                  2003/05/28
 C   EMPLIST   EMPLOYEE LIST - RUN QUARTERLY              2003/05/23
```

2. At the confirm copy screen, press the F6 key to change the destination library to the common library (if needed). To accept the default name, press enter.

```
|----------------- Confirm Copy ----------------------|
|                                                     |
|        COPY EMPLIST  OF PERSONAL LIBRARY            |
|          TO EMPLIST  OF COMMON LIBRARY              |
|                                                     |
| ENTER TO CONTINUE F3=CANCEL F6=CHANGE COPY-TO LIBRARY |
|-----------------------------------------------------|
```

3. The message COPIED will appear in the upper right corner of the screen. To clear the message, press enter.

```
                        CIRS PERSONAL LIBRARY
Cmds      B Browse   C Copy       D Delete      E Edit     COPIED
          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
```

Practice

1. Find a report request in the common library that seems useful.

2. Execute the report request in the common library.

3. Copy the report request from the common library to your library.

4. Copy a report request from your library to the common library. Name the request in the common library as follows: AAA + your userid.

What You Have Learned

In this module you have learned:

- Common library procedures

- How to access the common library

- How to find reports in the common library

- How to execute reports in the common library

- How to copy programs to and from the common library