Module 4

Creating and Maintaining Requests

In this module you will learn:

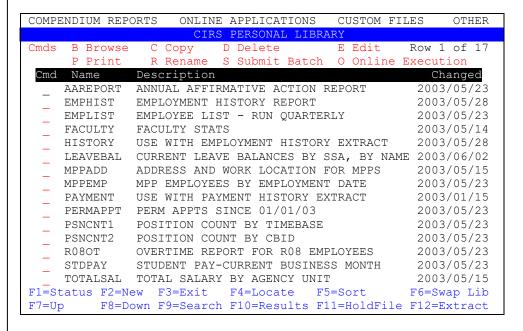
- How to navigate in your library
- How to create requests in your library
- How to edit report requests in your library
- How to maintain members in your library

Supporting File/Documents:

- CIRS User Manual
- FOCUS User Manual

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.

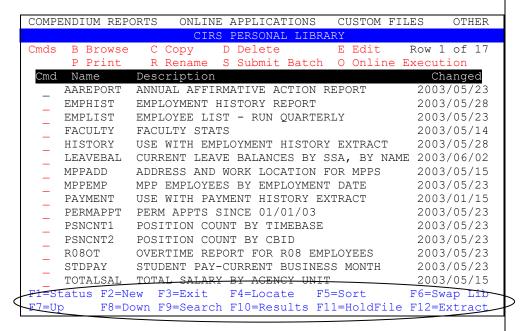


When your userid was created, 3 members were placed in your library: History, Payment and Verify\$. These are reserved for use with the Extract Functions (F12). Do not use these for any other purpose.

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

Navigation Options

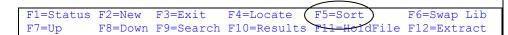
The bottom portion of the main menu contains the function keys used for navigation in your library. For detailed information on the function keys, refer to the CIRS User Manual. Note: This module will only discuss the function keys related to navigation in your library. The other function keys will be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



- 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.



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=Dewn 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.

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.

```
PD.CSUCFOC.UUSER(TRAIN1) - 01.01 Columns 00001 00072
EDIT
Command ===>
                                       Scroll ===> PAGE
***** *********** Top of Data *************
000001 -* CURRENT EMPLOYEES
000002 EX AC
000003 TABLE FILE AC
000004 PRINT AC:CLASS
000005 AC:FTE
          AC:SALARY
000006
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:

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.
В	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.
С	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:

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

C1	D
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 n	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 n	Scrolls left <i>n</i> number of columns.
LOCATE n	Locates line number <i>n</i> and brings it to the top of
	the screen.
RESET	Restores the line number.
RIGHT n	Scrolls right <i>n</i> number of columns.
SAVE	Saves request without exiting.
UP n	Scrolls up <i>n</i> number of lines.

Maintenance Commands

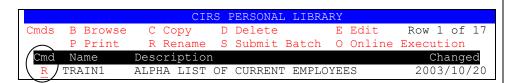
All available maintenance commands are identified above the list of your report requests. For detailed information on the commands, refer to the CIRS User Manual. Note: This module will only discuss the commands related to maintaining your library. The other commands will be discussed later in this workbook.



- 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.



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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