

### Module 5

## Executing Requests Online

In this module you will learn how to:

- Execute reports in the online FOCUS environment
- View the output in the hot screen
- Fix errors in your report request

Supporting Documents/Files:

- CIRS User Manual

### Online Execution

The online FOCUS environment is an interactive environment used primarily to test procedures with record limits and to preview the output before executing in the batch environment. (Batch will be discussed in the next module). Note: Report requests with implied prompting can only be executed in the online environment.

#### To select report request for online execution:

1. Type an O to the left of the report name and press enter.

COMPENDIUM REPORTS	ONLINE APPLICATIONS	CUSTOM FILES	OTHER
CIRS PERSONAL LIBRARY			
Cmds	B Browse	C Copy	D Delete
	P Print	R Rename	S Submit Batch
			O Online Execution
Row 1 of 17			
Cmd	Name	Description	Changed
O	TRAIN1	CURRENT EMPLOYEES	2003/05/28
-	TRAIN2	COUNT OF CURRENT POSITIONS	2003/05/28
-	TRAIN3	MPP EMPLOYEES	2003/05/28

2. Confirm the file selection (if the confirmation panel is turned on) and press enter.

```

-----Confirm Online FOCUS File Selections-----
|
| REPORT REQUEST :  TRAIN1
|
| .....
| CAMPUS FILES (FILE SELECTION = X)
| X AC ACTIVE CURRENT STATUS          . _ PH PAY DATA CURRENT FY
| _ AN CURRENT STATUS 10/31/          . _ PY PAYMENT HISTORY EXTRACT
| _ A54 TRANSACTION DATA              . _ SN SENIORITY POINTS
| _ CH CAMPUS HEADER                    . _ SP SEPARATED CURRENT STATUS
| _ EH EMPLOYMENT HISTORY EXTRACT      . _ ST STUDENT ASSISTANT
| _ LV LEAVE FILES (LB, LV, LX)        . _ TR TRANSACTION DATA
| _ PH PAY DATA PRIOR MONTH           . _ UI UNEMPLOYMENT INSURANCE
|
|

```

3. The message PLEASE STANDBY will appear. Press enter to proceed.

```

LIBRARY = userid

= = > PLEASE STANDBY
***

```

4. The online FOCUS screen will display while FOCUS scans and processes the commands entered in the report request.

```

FOCUS 7.0.9 10/28/2003/10.58.07 8022.03

```

5. If your report does not have errors, the data retrieved will display in the 'hot screen'.

## Online File Selection

When a report request is selected for execution, the system will automatically identify the required file(s). When the file confirmation panel is turned on, you will receive a file selection menu (below) with the required file(s) selected. Confirm the selections and press enter.

```

-----Confirm Online FOCUS File Selections-----
| REPORT REQUEST :  TRAIN1
| .....
| CAMPUS FILES (FILE SELECTION = X)
| X AC ACTIVE CURRENT STATUS      . - PH PAY DATA CURRENT FY
| - AN CURRENT STATUS 10/31/    . - PY PAYMENT HISTORY EXTRACT
| - A54 TRANSACTION DATA        . - SN SENIORITY POINTS
| - CH CAMPUS HEADER              . - SP SEPARATED CURRENT STATUS
| - EH EMPLOYMENT HISTORY EXTRACT . - ST STUDENT ASSISTANT
| - LV LEAVE FILES (LB, LV, LX)   . - TR TRANSACTION DATA
| - PH PAY DATA PRIOR MONTH      . - UI UNEMPLOYMENT INSURANCE
|
| SYSTEMWIDE FILES (FILE SELECTION = X)
| - PS PAY SCALES                  . - SAN CURRENT STATUS 10/31/
| - SAC ACTIVE CURRENT STATUS      . - STR TRANSACTION DATA
|
|                               ENTER TO CONTINUE - PF3 TO CANCEL
|-----
  
```

### Additional information:

- If the S/AN, PH or SN file is specified in your report request, you will be prompted to provide additional information.
- You cannot select a systemwide file (e.g., SAC) and the corresponding campus file (e.g., AC) in the same FOCUS session.
- Permanent Hold files, cross referenced files and other ‘hidden’ files are available whenever any other file is selected.
- The following files are only available through batch: prior fiscal years of payment data (i.e, PH and PHS files) and certain leave data files (i.e., LD, LH, and LR).

### **Online FOCUS Environment**

The online FOCUS environment screen displays the current version of FOCUS along with the date and time you entered the online environment. The FOCUS prompt (>) is where session commands are typed.

```
FOCUS 7.0.9 10/28/2003/10.58.07 8022.03
> >
```

Below are session commands that can be entered at the FOCUS prompt. Commands can be typed at the prompt whether one (>), two (>>), or three (>>>) carets are displayed.

<b>Command</b>	<b>Description</b>
EX or EXEC	Execute a procedure or report request.
? n	Query command, where n is the message number, to display a detailed explanation of a message.
QUIT	Quit the procedure and return to the FOCUS prompt.
RETYPE	Re-display the last report. Note this command can only be used immediately after exiting the hot screen.
HARDCOPY	Sends last report to your default printer.
FIN	Exit the online FOCUS environment.

**Hot Screen**

If your report does not have errors, the data retrieved will display in the 'hot screen'. Approximately 20 lines of data will display at a time and each page will contains approximately 60 printed lines.

PAGE 1			
	CLS	AC:FTE	AC:SALARY
AC:WNAME	---	-----	-----
-----			
BEAR, CLARK F	2358	.200	\$1,275.00
FROG, NANCY B	3312	1.000	\$6,346.00
LLAMA, JOAN M	2360	.500	\$3,492.00
	2360	.500	\$3,343.50
MONKEY, RON J	1038	1.000	\$2,917.00

The following keys are used for navigation in the hot screen.

- F3 = exit the hot screen
- F5 = search for a character string
- F7 and F8 = scroll up and down, respectively.
- F10 and F11 = scroll left and right, respectively

**Printing Report Data**

1. After viewing your report data in the hot screen and returning to the online FOCUS screen, type **HARDCOPY** at the caret prompt in the online FOCUS environment and press enter.

```
..REPORT KILLED
> hardcopy
```

2. After pressing enter, the message **OFFLINE** will appear indicating the report was sent to your default printer.

```
..REPORT KILLED
> hardcopy
> OFFLINE. . .
> > >
```

## Fixing Errors Online

If your report request has typos or syntax errors, FOCUS will generate a message with a brief description of the error and/or an error message number. For example, in the request below the fieldname should be AC:WNAME. Note: FOCUS error message number 009 (FOC009) is received anytime the system cannot process the report request due to the previous error(s) identified.

```

FOCUS 7.0.9 10/28/2003/10.58.07 8022.03
ERROR AT OR NEAR LINE 7 IN PROCEDURE TRAIN1 FOCEXEC
(FOC003) THE FIELDNAME IS NOT RECOGNIZED: AC:NAME
BYPASSING TO END OF COMMAND
(FOC009) INCOMPLETE REQUEST STATEMENT
>
    
```

### To fix errors online:

1. Type EX MAINT at the caret prompt and press enter.

```

BYPASSING TO END OF COMMAND
(FOC009) INCOMPLETE REQUEST STATEMENT
> ex maint
    
```

2. When prompted, type the name of the report request (program) and press the enter key **twice**.

```

PLEASE SUPPLY VALUES REQUESTED
PROGRAM=> train1
***
    
```

3. You will be placed in your report request under edit mode. After making changes, press F3 to save and return to the online FOCUS environment.

```

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 *****
    
```

4. Execute the report again by typing EX at the prompt followed by the program name. If a report is generated, it will display in the hot screen.

```

> ex train1
    
```

**Exiting The Online FOCUS Environment**

- 1. Type FIN at the caret prompt and press the enter key. When 3 asterisks appear (\*\*\*) press the enter key again.

```
..REPORT KILLED  
> fin
```

- 2. The ad hoc statistics message will appear. This displays a summary of the system resources used including CPU (Central Processing Unit) time accrued and the approximate CPU cost for your FOCUS session.

```
AD HOC STATISTICS  
ELAPSED TIME: 22 MINUTES 37 SECONDS  
CPU: 3.41 SECONDS  
APPROXIMATE CPU COST: $ 0.68  
***
```

- 3. Press enter after viewing the ad hoc statistics to clear the message and return to the main menu.

### ***Practice***

Practice what you have learned in this module using all 5 of the report requests entered in your library from the last module.

1. Select a report request for online execution.
2. Fix any errors by using the EX MAINT command.
3. View the output in the hot screen using the navigation keys.
4. Exit the hot screen and, if desired, send the report to your default printer at your campus.
5. Repeat steps 3-6 for the remaining report requests.
6. Exit the online FOCUS environment.

### ***What You Have Learned***

In this module you learned how to:

- Execute reports in the online FOCUS environment
- View the output in the hot screen
- Fix errors in your report request