

### Module 1

## **Welcome!**

Welcome to CIRS Intermediate Ad Hoc training.

This 3-day course provides instruction on how to use FOCUS commands to develop more complex ad hoc report requests and enhance the appearance of printed reports. Specifically, you will learn:

- New methods for retrieving data
- More commands to customize printed reports (formatting)
- How to create new fields (defines)
- How to save data and use it for further processing (holding)
- How to combine data from multiple files and/or file segments (matching)

### ***How To Use This Workbook***

This course has been developed into modules. Each module assists you in learning a particular command, function, and/or ad hoc reporting technique. The modules are further broken down into a series of lessons.

The modules build in complexity with later modules reinforcing and completing the information learned in earlier modules. Modules are sized to contain a comfortable amount of new information without overloading the learner.

### ***Assumptions***

The material in this course assumes you have taken CIRS Initial Ad Hoc training and are comfortable using basic FOCUS commands to create table requests and are writing reports on a regular basis. It also presumes you are familiar with desktop computers and common software applications; can manipulate windows, launch and close applications; and can use an Internet browser.

This course further assumes you have a basic understanding of personnel and/or payroll data. This course does not attempt to teach application.

### **Resources**

In order to use this training manual, you will need access to the following items:

- CIRS User Manual – <https://www.calstate.edu/csusystem/administration/systemwide-human-resources/campus-information-retrieval-system/Pages/default.aspx>
- CIRS Data Element Dictionary – [www.calstate.edu/hrpims/ded](http://www.calstate.edu/hrpims/ded)
- FOCUS Documentation – [www.informationbuilders.com](http://www.informationbuilders.com)

The CIRS User Manual and Data Element Dictionary are available on password protected websites. The userid and password for those sites can be obtained through your Campus Security Coordinator. FOCUS documentation can be purchased directly from the vendor, Information Builders. For additional resources, refer to Appendix A.

Another very valuable resource is your own campus user community. We encourage you to hold regular meetings at your campus to share information and learn more about CIRS and FOCUS.