

Module 15

Closeout

- Ad Hoc Report Procedures
- Summary of FOCUS commands
- Recommendations for Successful Reporting

Ad Hoc Report Procedures

When you need data from CIRS, follow these steps:

1. Check the Compendium

- Reports are pre-generated
- Hundreds of reports are available for each campus
- Use of the Compendium is free
- You don't need to know FOCUS commands

2. Check the Common Library Index

- Contains programs written by users at other campuses
- Programs can be copied into your library and modified
- Always verify the results before using

If you didn't find a report or program using steps 1 and 2, then

3. Write an Ad Hoc Report Request

- Determine the data needed for your report
- Determine which file(s) contain the data elements identified
- Write a report to gather and/or format the needed data
- Test with record limits in the Online FOCUS environment
- After testing, remove the record limit and execute using Batch

Summary of FOCUS Commands

Syntax	Function
-* text	Comment line
EX filename or EX joinname	Executes standard defines or pre-programmed join
DEFINE FILE filename ADD	Begins your defined fields
newfield/format = expression;	Creates defined field
END	Ends your define(s)
TABLE FILE filename	Begins report request
HEADING " text "	Places heading text at top of every page of report
verb fieldname fieldname	Verb phrase to display data
sort fieldname	Sort phrase (s) to sort data
WHERE fieldname relation value	Screening criteria
WHERE RECORDLIMIT EQ number	Limits records for testing
ON TABLE COLUMN-TOTAL ROW-TOTAL	Generates grand totals on table data
ON TABLE HOLD AS permfile FORMAT type	Places data in a permanent hold file for downloading.*
FOOTING " text "	Places footing text at bottom of every page of report
END	Ends report request

* Note: Formatting commands (e.g., Headings, Footings, Totals, etc.) are ignored when data is placed in a hold file.

Recommendations for Successful Reporting

- Allow an in-house training period of 2-3 hours per week for 1 month to become comfortable with the system and familiar with basic Ad Hoc report writing.
- Inform staff/managers of Ad Hoc reporting capabilities.
- Develop procedures for requesting, processing and providing Ad Hoc reports.
- Hold regular meetings among Ad Hoc users to share information and promote networking.