Module 1

<u>Welcome!</u>

Welcome to CIRS Basic training.

This provides instruction on how to use the CIRS ad hoc reporting features and functions. It covers system navigation, basic FOCUS software commands, ad hoc report writing techniques and terminal exercises.

This introductory course will take you through the development process of building ad hoc report requests and developing various outputs from those requests including:

- Online reports

- Batch reports

- Printed reports

- Download files

You will be developing these projects using FOCUS reporting language that uses simple English phrases to start producing meaningful reports immediately.

What is CIRS?

The Campus Information Retrieval System (CIRS) is the systemwide data warehouse for Human Resource information and is a tool for securing management reports both at the campus and system wide level. It was developed and is maintained by CSU, Human Resources, Information Support and Analysis (HR-ISA), and operates within IBM's Time Sharing Option (TSO3) environment on the State Controller's Office (SCO) computer located at the Department of Technology Services' Gold Camp Campus.

CIRS contains multiple functions for retrieving data and maintaining data such as Compendium Reports, Extract Functions, Custom Campus Files, and Online Applications. For users who are familiar with FOCUS reporting language, the system's ad hoc reporting capabilities can be used to generate custom reports.
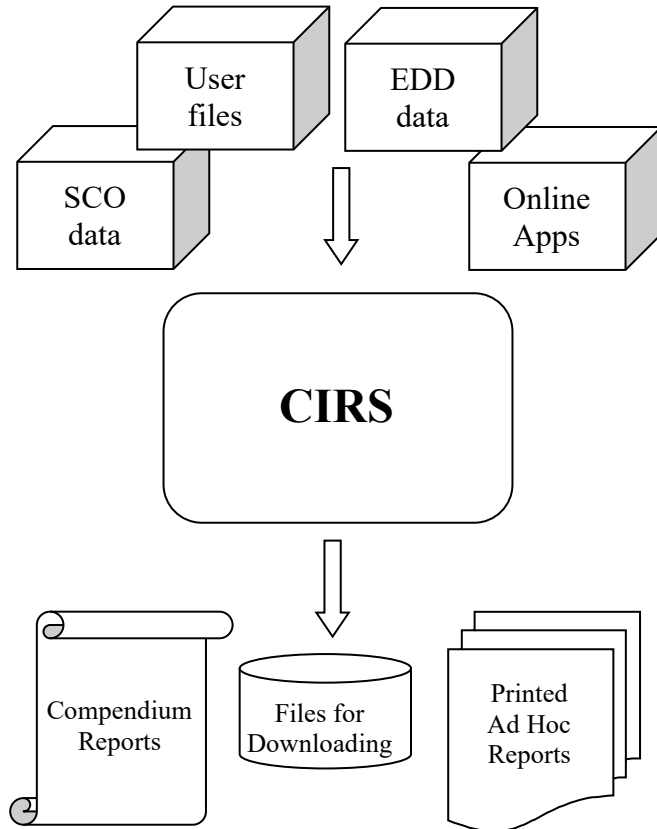
How To Use This Workbook

This course has been developed into modules. Each module assists you in learning a particular ad hoc reporting technique or function. 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

This course assumes you have no formal training with data processing or writing ad hoc requests but that you are familiar with personnel and/or payroll data. This course does not attempt to teach application.

The material in this course assumes you already have access to CIRS, know how to logon, navigate and use the Compendium feature. 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.

Resources

In order to use this training manual, you will need access to the following password protected web-based documents. Contact your campus Security Coordinator for the userid and password.

- CIRS User Manual – https://www.calstate.edu/csu-system/administration/systemwide-human-resources/campus-information-retrieval-system/Pages/default.aspxCSU (calstate.edu)

- CIRS Data Element Dictionary – www.calstate.edu/hrpims/ded

You should also have access to FOCUS documentation, which is available from the vendor, Information Builders.

- FOCUS Documentation – www.informationbuilders.com

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.

For additional resources, refer to Appendix A.