

Running Standard Focus Reports

- To Enter Focus: At the CICS NEWS screen, type the command MSO and press [Enter].
- To Exit Focus: Press [F3] repeatedly until you are out of Focus.
If you get "stuck" in Focus, type FIN in the FOCUS Command window.
- For Help: Telephone the Technology Support Center at 2-0999. In most cases, you will be connected to a Focus consultant.

Running a Focus Program to Create a Report

1. Move the cursor to "COMMON (or DEPARTMENT) FOCEXEC member list" and press [Enter].
2. Move the cursor to the report you wish to run and press [F11]. If there are more than a page of programs, press [F8] to scroll forward and [F7] to scroll back.
3. Move the cursor to the desired option and press [Enter]. If you want to view your report before you print it, move the cursor to the line that says ""Browse output" and press [Enter}. Otherwise, move the cursor to the desired printer and press [Enter]. (If you do not see a printer name beside the networked printer option DO NOT USE THIS OPTION).
4. In most cases, you will be asked a series of questions, one question per screen. Answer each question, being sure to blank out any trailing question marks, and press [Enter]. To cancel report submission, press [Tab], then type the word END and press [Enter].
5. After all questions have been answered, the report will be submitted.
6. Optional: Press [F22] (which is [Shift]-[F10] on many terminals) to see the Event log/FOCLOG. This will tell you if your Focus job has completed and, if so, when it was sent to the printer. If you have more than a screen-full of information on this screen, you can use [F8] to scroll forward and [F7] to scroll backwards. Press [F3] to exit this function. Do NOT stay in this window. Your report will not end if you do.

Viewing the Report on the Screen

1. Move the cursor to "COMMON (or DEPARTMENT) FOCEXEC member list" and press [Enter].
2. Move the cursor to the report you wish to view and press [F6] to read the output.
3. Press [F8] repeatedly to scroll down the report. If you wish to scroll back up, press [F7].
4. Press [F3] when you are finished viewing the report. Under some circumstances, you will need to press [Enter] after the [F3] key to return to the list of reports.

Printing the Report if you chose "Browse Output" or you want to print the same report again (the latest version of the reports remains available for 5 days)

1. Move the cursor to COMMON (or DEPARTMENT) FOCEXEC member list" and press [Enter].
2. Move the cursor to the report name and press [F9]. Move the cursor to the desired printer and press [Enter].

Retrieving Your Output

If you requested "Output to go to Mainframe Printer RMT0", your report will be printed in Hayes Hall, the report can be picked up at the Data Control window (301 Hayes Hall). Wait an hour after the report has been printed before trying to pick it up. You may telephone 2-7734 first to see if the output is ready.

If you requested "Output to go to Networked Printer xxxxxxxx", your report will print on your local networked printer when it has finished. If your area does not have a local networked printer set up for Focus, your department CICS contact person will need to fill out the Focus Networked Printing Setup form available from the TSC (Technology Support Center), Room 110, Hayes Hall, 2-0999.

Hints: If the "output" screen appears, keep pressing ENTER until you get back to your member list.
If cursor is in FOCUS command area of "output" screen, type FIN to get out.