



# *CIS*

## *Menu*

### *Navigation*

---

January 9, 1995  
Updated: May 2010

# Table of Contents

Introduction.....	Page 2
Explanation of Function Keys .....	Page 4
The Appearance of the Main Menu .....	Page 6
How to View the Additional Options on Your Menu.....	Page 7
How to Access Other Menus from Your Initial Menu .....	Page 8
How to Return to Your Initial Menu from Other Menus.....	Page 10
How to Access the Offender Information.....	Page 11
How to Access the Menu Bar .....	Page 14
Using Active Jobs .....	Page 14
Using WS Options .....	Page 15
Using Process Step.....	Page 16
Using Info Windows .....	Page 17
Using CIS Web Serve .....	Page 18
How to Exit the Menu Bar.....	Page 19
How to Rename a Menu Item .....	Page 19
How to Open an Active Job on Your Menu .....	Page 21
How to Access the Active Jobs on Your Initial Menu.....	Page 22
How to End the Current Active Job.....	Page 23
Work with To-Do List .....	Page 24
Explanation of Option keys .....	Page 24
Explanation of Function keys on the first screen.....	Page 25
Explanation of Function keys on the second screen .....	Page 26
Creating a To-Do List Task (F6) .....	Page 27
Changing a To-Do List Task (Option 2).....	Page 28
Viewing another -user's Work with To-Do List .....	Page 29
Position to .....	Page 30
How to Exit from CIS .....	Page 31

# Introduction

Welcome to the Corrections Information Systems (CIS). The CIS is a user friendly system with versatile menu structure. With the tremendous efforts of the User Design Teams, the Information Systems Division was able to incorporate ISIS (the Integrated Supervision Information System), OPS (the Offender Profile System), CMI (the Case Management for Institutions) and numerous other applications into one system which is CIS so that information can be shared easily. New applications were developed and existing applications were revised and integrated with CIS to facilitate the sharing of data.

The versatility of the menu structure is one of the many features of CIS. The arrangement of the menu items that you see on your screen corresponds to the functions of your business area. As your business function changes, the menu can be easily modified in no time to suit your business functions.

The F11 (Menu bar) is another feature of CIS. It brings up a menu bar at the top of your screen and allows you to navigate among active jobs, workstation options, process steps, info-windows, and other web server applications with minimal keystrokes. Each user is identified with a user group, so the menu bars among user groups also have been customized to meet your particular business functions. The menu navigation and each function key will be explained in detail later.

The options you see after pressing F11 for the menu bar are listed below, but bear in mind that you can access only the ones that are highlighted. A number does not appear beside the options, but typing the number specified in the parenthesis below gives you access to that option.

- Active Jobs (1)      Several jobs can be activated at any one time and you can move directly from one job into another with minimal keystrokes.
  
- WS Options (2)      Works that need to be handled and can be accessed anywhere in the system while you are signed on. Examples of WS Options are display messages, work with printed output, add offender note and maintain To-Do entry.
  
- Process Steps (3)      A chain of procedures that you will go through when you are in the process of entering information.
  
- Info Windows (4)      A series of related information appears in a window. The information is tied to a particular screen that you are in. For example, the list appearing in the Information Windows of an Offender Information screen may contain over 3 full windows of information, while the list appearing in the Information Windows of a CC Transfer /Admissions screen may contain only a couple of items. You can browse through the information sequentially by typing an \* or randomly by selecting the letter that is next to the item you want to see. The information will appear in a window format.
  
- CIS Web Serve (5)      A list of Web applications you can access with minimal keystrokes.

The listing of menus that are available to you is another nice feature of CIS. Besides the initial menu you see on the left side of your screen, you can find out what other menus you can access by typing the word 'menu' and pressing the function key F4 (prompt). A window of available menus will appear on the bottom right of your screen and you can select the menu from the list according to the functions you need to perform at that particular time. You can always go back to your initial menu without signing off and on to the system or starting another session to work with your original functions.

Work with To-Do List is a convenient tool and an optional feature that you can use to organize your tasks. This feature will be explained in detail in the latter part of this manual.

The help text is the last but not the least feature of CIS. There are three types of help text.

- 1 The generic help (F1) explains the meaning of any single data element in the system. A data element is a piece of unique information that has a specifically defined meaning. Example of a data element is SID# or parole release date.
- 2 The extended help (F2) shows the available help information about the entire display.
- 3 The menu help (F11, then position cursor to one of the menu items and press F1) explains the functions of each option on a particular menu. It also describes how to use a menu. At this time there is no help text.

# Explanation of Function Keys

Function keys are the set of keys that are located physically at the top of your keyboard. Each key contains the letter 'F' before a numeric, for example F3, F12. When you press a function key, you do not need to press the Enter key for the system to respond to your request. The following function keys are standard throughout CIS. Other keys may differ according to the type of program you are using. Some of the function keys with their notations are displayed at the bottom of your screen.

---

## F1 (Help)

Shows more information about the display or option you selected. This function key normally is not shown on your display.

---

## F2 (Audit stamp)

Shows the user ID of the last person who changed a particular record. To see an example of the audit stamp go to the name update screen, pull up a record by an individual name or an alias of an offender, and then press F2. This will display the user ID of the person who last updated the name of the offender. This function key normally is not shown on your display.

---

## F3 (Exit)

F3 allows you to end the current task and returns you to a menu display or the display from which the task was started.

---

## F4 (Prompt)

The prompt key which is cursor/context sensitive allows you to bring up a list for selection when you put the cursor at a particular data area.

---

## F5 (Refresh)

Clears the screen, error message, and allows you to add or update another set of information.

---

## F9 (Retrieve)

Allows you to retrieve the information of an offender from one screen to another screen as long as you use the F11=Menu Bar option. This does not work when you use the Escape Key.

---

## F11 (Menu bar)

The F11 key displays an additional menu at the top of your screen and allows you to navigate among active jobs, workstation options, process steps, info windows, and CIS web servers with minimal keystrokes.

To access an option on the menu bar, simply type a 1, 2, 3, 4 or 5 that corresponds to the option listed on the menu bar and no Enter is required. (For example, 1 for Active jobs, 2 for WS Options, 3 for Process Step, 4 for Info Windows, and 5 for CIS Web Serve)

Depending upon the menu option you select, you may not have all the options on the menu bar available for you. You can only access the options that are highlighted on the menu bar.

---

### **F12 (Cancel)**

Returns you to the previous menu or display.

---

### **ESC (Escape) key**

The Esc key allows you to perform the function of suspending a current job and put it on the list of active jobs on your main menu. At the same time it takes you back to your main menu. The Esc key can be used interchangeably with the combined functions of F11, 1, M. However, when you use the Esc key to suspend your current job, you will not be able to use the F9 key to retrieve the information you have on a previous display and put it into your current display.



# How to View the Additional Options on Your Menu

When you see the word 'More ... ' at the bottom of your screen, you can press the PgDn (Page Down) key which is on the right side of your keyboard in order to go to the next listing of options:

```
CCSUPPORT          Corrections Information Systems          10:01:10
MCCARTHY           CC Support Menu                          4/02/10
Select one of the following:

  1. Offender Information          | A. Offender Information
                                   | B. Admissions
  3. Admissions                   | C. W/W Supervision Fees
  4. CC Release Process           | D. W/W Risk Assessments
  5. CC Court Orders Process
  6. CC Support Data Entry/Update
                                   |
  8. CC Abscond Return Process
  9. CC Transfer Process
 10. CC Change Primary Caseload
                                   |
 11. W/W Risk Assessments
 12. W/W Offender Stable/Acute
                                   |
                                   | More...

Selection:                               Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
```

Figure 3: Additional options on your menu indicated by the word 'More' seen in red above.

When you see the word 'Bottom' which ,tells you that you are at the bottom of the listing, you can press the PgUp key which is on the right side of your keyboard do in order to return to the beginning of the listing, or you can press F5 (Refresh) which takes you directly to the beginning of the listings:

```
CCSUPPORT          Corrections Information Systems          10:24:47
MCCARTHY           CC Support Menu                          4/06/10
Select one of the following:

 48. Print Parole Board Orders
 49. CC Training Menu
 50. W/W ORS Descriptions
                                   |
 52. PSI Access
                                   |
 60. Execute PCM Programs
                                   |
 61. Set to use CISWEBLIB
 62. Set to use PRODUCTION programs
                                   |
 70. Offender Merge
                                   |
                                   | Bottom....

Selection:                               Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
```

Figure 4: The word 'Bottom' indicates the end of the listing, seen in red above.

# How to Access Other Menus from Your Initial Menu

Depending on your business functions, you can access multiple menus from your initial menu and select the functions you need to perform. To access other menus, you can do the following:

- 1) At your initial menu display, type the word "menu" on the *Selection* line and press **F4**. A window of available menus appears on the bottom right of your screen with the cursor resting at the *Position to* line.
- 2) You can select a menu by doing **one** of the following:
  - a). Move the cursor to the menu name you want to use by using the **PgDn** key, then using the arrow keys, put the cursor on the menu name and press the **Enter** key.
  - b). Type the first few letters of the menu name that appears on the left side of the window and press the **Enter** key. The cursor jumps to the first menu name that matches the letters you typed. Press the **Enter** key if that is the one you want to use, otherwise move the cursor to the menu name you want and press the **Enter** key.

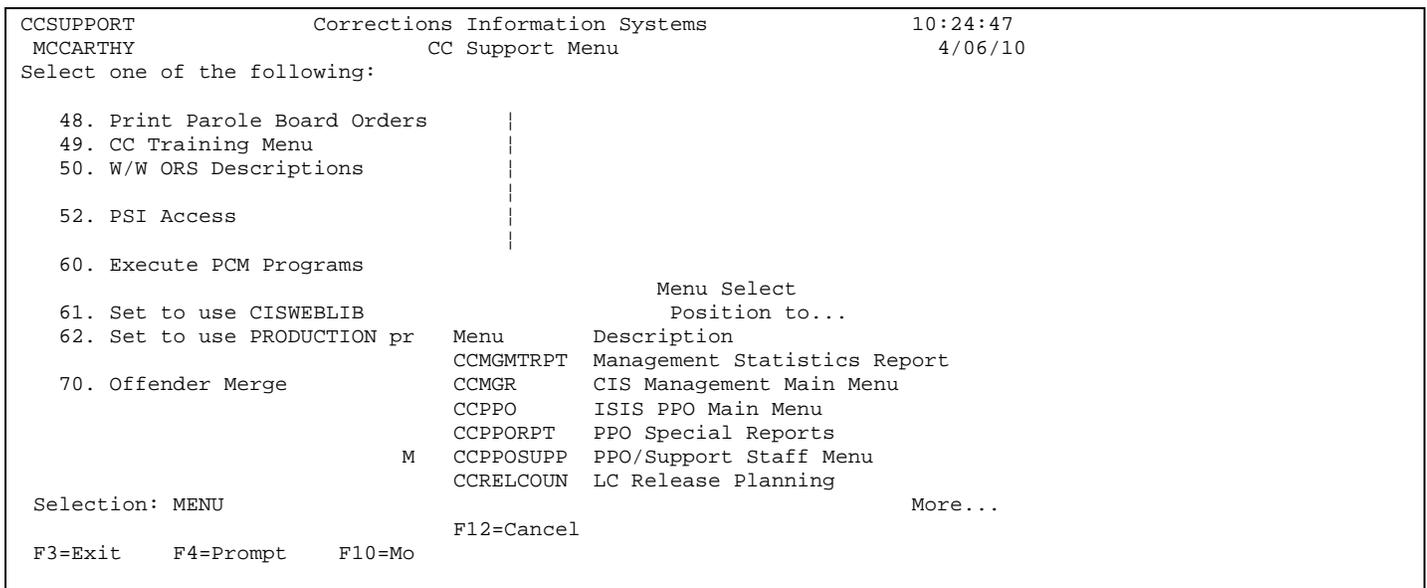


Figure 5: An example of an initial menu on the right side of the screen with a list of available menus.

- 3) The menu display at the left side of your screen will change to the menu display you request. You can verify the change by checking the name of the menu that appears at the upper left corner of your screen and the highlighted menu title that appears at the top of your screen.

```
CCPPO                Corrections Information Systems          10:36:12
MCCARTHY             ISIS PPO Main Menu                      4/06/10
Select one of the following:

  1. W/W To-Do List
  2. W/W Caseloads
  3. W/W Treatment Programs
  4. Offender Information Screen
  5. Fee Balances by Caseload
  6. W/W Supervision Fees
  7. W/W Structured Sanctions
  8. W/W Offender Risk Assessments
  9. W/W STATIC-99 Assessment
 10. W/W Offender Stable/Acute
 11. W/W Court Orders

 13. W/W Warrant Request (Offender)
 14. W/W Warrant Records (by PO)
      More...

Selection:                Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
```

Figure 6: An example of a different menu display as indicated with a different menu name and title.

## How to Return to Your Initial Menu from Other Menus

To return to your initial menu from another menu, simply press F12 (Previous menu).

If you have brought up more than one menu and finished working with the options in the menus, and you want to return to your initial menu, you can do **one** of the following:

- 1) Press **F12** (Previous menu) until you are back to your own initial menu. If you press F12 again, you will get a message telling you “No previous menus to display” at the bottom of your screen. It is because each time you press the **F12** key at a menu display, the system returns you to one previous menu at a time until there are no more previous screens.
- 2) Select your initial menu from the list of menus you can access if you know the name of your initial menu by using the instructions in the heading entitled ‘**How To Access Other Menus from Your Initial Menu**’.

**Note:** All the active jobs you selected from different menus will remain active (i.e. stay on the right side of your display) until you exit from them by pressing the F3 key or by signing off.

# How to Access the Offender Information

You can access the offender public information if you have the menu option on your menu screen. To access the information, you can do the following:

1. Select the option number for Offender Information and press the **Enter** key. (If you already have this item activated as an active job, see the instructions in the heading entitled '**How to Access the Active Jobs on Your Initial menu**' .)
2. A display appears as shown in Figure 7 with the instruction at the bottom of the screen indicating '**Enter ID number for offender -or press F4=Prompt to select**'.

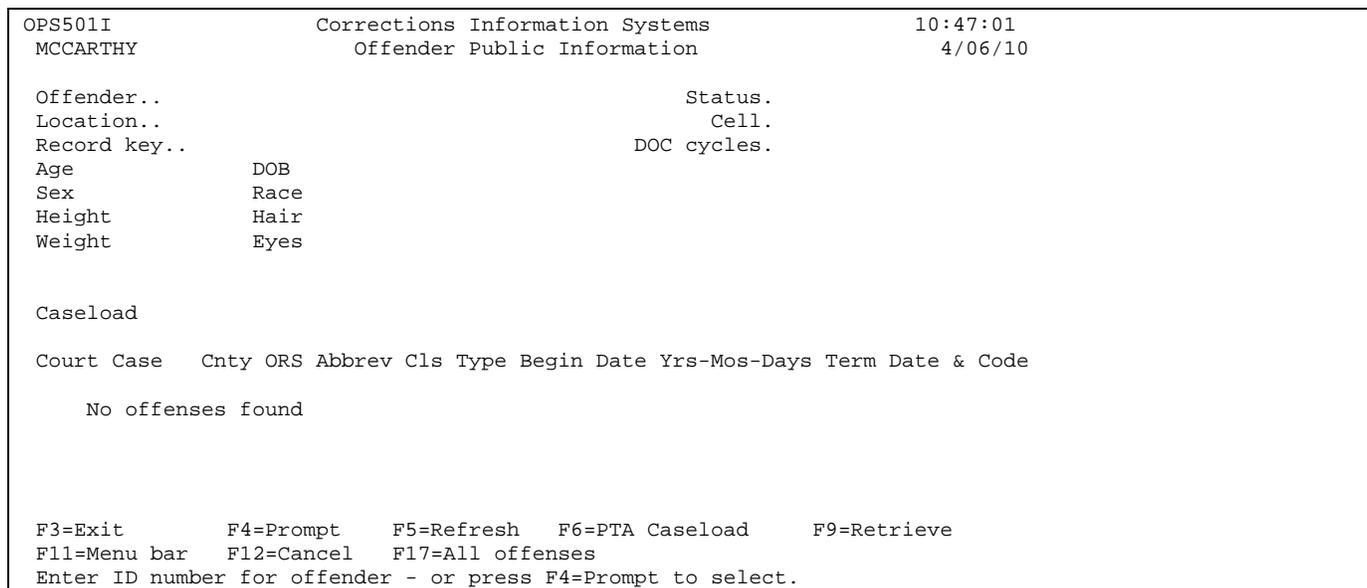


Figure 7: An example of the Offender Public Information screen before an offender’s information is being retrieved.

1. Follow the instruction on the display by either typing in the offender's ID number (also known as the SID number) and pressing the **Enter** key or pressing the **F4** key to bring up a list of offenders for you to search for the offender whose information you want to view.
2. A list of all the offenders appears, enter the offender's last name, a space, and the first letter of the first name (if unsure of the last name spelling, enter a few letters and omit the first initial) and press the **Enter** key.

```

OPS501I                      Corrections Information Systems                10:47:01
MCCARTHY                      Offender Public Information                4/06/10

Offender..                      Status.
.....
:                               Offender Name Search                    :
: Position to . . .              Loc: *ALL                          :
: Name                          Birthdate   SID#  Case  Loc  Status/Cell  :
: JONES                          A 07/14/1963 6420190 7001 DOUG Discharge  :
: JONES, AARON                   A 03/12/1972 8535342 6830 JACB Discharge  :
: JONES, AARON                   A 03/23/1979 13284794 5229 WASH Probation  :
: JONES, AARON EUGENE            C 09/26/1970 12574346 6505 LANE Probation  :
: JONES, AARON JOSEPH            C 12/11/1972 8689976 6512 LANE Discharge  :
: JONES, AARON JAMES             C 12/09/1984 17867053 5229 WASH Probation(WARR) :
:                               More... :
: F4=Prompt   F12=Cancel   F16=View description :
:
:.....

F3=Exit      F4=Prompt   F5=Refresh   F6=PTA Caseload   F9=Retrieve
F11=Menu bar F12=Cancel   F17=All offenses
Enter ID number for offender - or press F4=Prompt to select.

```

Figure 8: A list of offenders appears by pressing the F4 key.

- The cursor moves to the first name which matches your request. If the desired offender is listed, press the **Tab** key or **arrow** keys to move the cursor to the name of the offender you want to view and press the **Enter** key. The information of the offender appears on your display. *If you want to view the additional information of this offender, you can use the feature of the Info Windows. (Please refer to the heading entitled 'Using Info Windows in How to Access the Menu Bar' for instructions.)*

```

OPS501I                      Corrections Information Systems                11:00:53
MCCARTHY                      Offender Public Information                4/06/10

Offender..                      Status.
.....
:                               Offender Name Search                    :
: Position to . . . JONES A      Loc: *ALL                          :
: Name                          Birthdate   SID#  Case  Loc  Status/Cell  :
: A$                             M 06/19/1987 16392904 8127 MARI PostPrison  :
: A, EDUARDO                     A 05/31/1975 14635361 5298 WASH Probation(ABSC) :
: A, ERIC LIU                    A 07/16/1973 10433681 5110 MTCE Discharge  :
: A, RON                          A 07/27/1967 16748351 3712 LCOL Discharge  :
: A, ROSIBEL                     A 08/30/1979 13512383 5643 MTCE Discharge  :
: A, SUE                          A 07/22/1975 14799112 5326 YAMH Probation  :
:                               More... :
: F4=Prompt   F12=Cancel   F16=View description :
:
:.....

F3=Exit      F4=Prompt   F5=Refresh   F6=PTA Caseload   F9=Retrieve
F11=Menu bar F12=Cancel   F17=All offenses

```

Figure 9: The name of an offender is specified for searching.

```

OPS501I                Corrections Information Systems                10:47:01
MCCARTHY                Offender Public Information                4/06/10

Offender..                Status.
.....
:                Offender Name Search                :
: Position to . . . JONES A                Loc: *ALL                :
: Name                Birthdate                SID# Case Loc Status/Cell                :
: JONES                A 07/14/1963                6420190 7001 DOUG Discharge                :
: JONES, AARON                A 03/12/1972                8535342 6830 JACB Discharge                :
: JONES, AARON                A 03/23/1979                13284794 5229 WASH Probation                :
: JONES, AARON EUGENE                C 09/26/1970                12574346 6505 LANE Probation                :
: JONES, AARON JOSEPH                C 12/11/1972                8689976 6512 LANE Discharge                :
: JONES, AARON JAMES                C 12/09/1984                17867053 5229 WASH Probation(WARR)                :
:                More...                :
: F4=Prompt    F12=Cancel    F16=View description                :
:                :
:.....

F3=Exit    F4=Prompt    F5=Refresh    F6=PTA Caseload    F9=Retrieve
F11=Menu bar    F12=Cancel    F17=All offenses
Enter ID number for offender - or press F4=Prompt to select.

```

Figure 9: The first name which matches your request appears.

```

OPS501I                Corrections Information Systems                11:03:48
MCCARTHY                Offender Public Information                4/06/10

Offender.. 12574346 JONES, AARON EUGENE                Status. Probation
Location.. LANE Lane Co. Sheriff's Office-Parole & Cell.
Record key.. 1742140                DOC cycles. 01-01-01
Age 39                DOB 9/26/1970                DNA Collected
Sex Male                Race WHITE                Field admission date.. 01/27/2009
Height 5'08"                Hair BROWN                Maximum custody date.. 01/26/2012
Weight 220lbs                Eyes BROWN

Caseload 6505 DUGAN,MARK
Supervision LTD
Court Case Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code
200900567/01 LANE ASSAU I AT BF PROB 1/27/2009 000-036-000

Bottom
F3=Exit    F4=Prompt    F5=Refresh    F6=PTA Caseload    F9=Retrieve
F11=Menu bar    F12=Cancel    F17=All offenses

```

Figure 11: The information of the offender appears on the display.

# How to Access the Menu Bar

You can access the menu bar by pressing the **F11** key. The menu bar appears at the top of your screen with five additional menus. You can access only the highlighted menus by typing the number that corresponds to the option as shown below. You **do not need** to press the **Enter** key nor move the cursor next to the menu item.

- 1 –Active Jobs
- 2 -WS Options
- 3 –Process Step
- 4 –Info Windows
- 5 –CIS Web Serve

After you type in the number, a window with a list of options appears according to the selection you make. The cursor rests on the first item of the list.

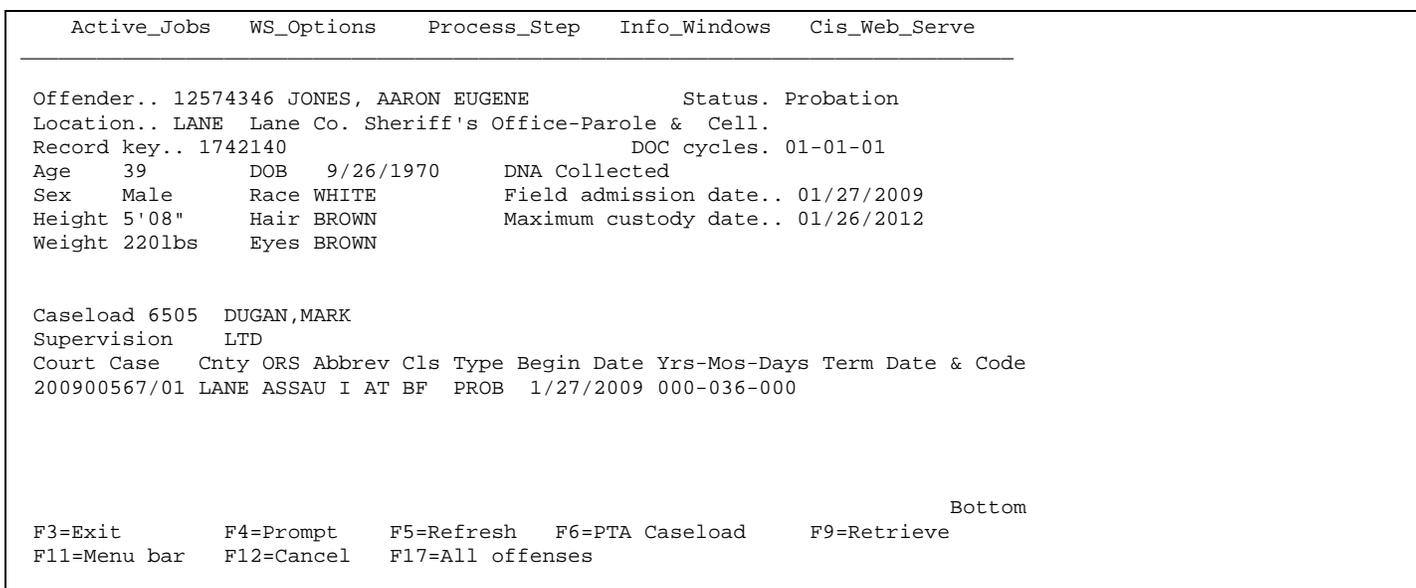


Figure 12: The menu bar appears at the top of the display after pressing F11.

## Using Active Jobs

After you select **Active Jobs** from the menu bar by typing 1, one of the following appears:

- 1) If you do not have any job pre-started for you when you sign on to the system, you see the initial menu and your current job on the list. You can return to your initial menu from your current job by typing the letter **'M'** and at the same time the system suspends your current job, assigns a letter to it and puts it on your active job list.
- 2) If you have jobs pre-started for you when you sign on to the system, a list of the active jobs appears on your display with your initial menu. You can do one of the following:



- 1) Select the letter that is next to the item you want to work with by typing it next to the title 'Work Station Options' (**No Enter key is required**).
- 2) If you want to exit the Work Station Options without making any selection, press the **F12** key, or the **F3** key, or the **Enter** key.

### Using Process Steps

After you select Process Step from the menu bar by typing **3**, a list of processes appears in a window. You can do **one** of the following:

```

3 Active_Jobs  WS_Options  Process_Step  Info_Windows  Cis_Web_Serve
-----
Offender: 12574346 Jones,      12574346 JONES, AARON EUGENE
Status: Probation             CC Court Orders Process      : 1742140
                               C W/W Offenses/Court Orders  o
                               K Kardex/Face Sheet Print Option
Enter option...              V Movement History/Maintenance . 1
 2=Change                    3=Copy of                      Q DNA collection data
 7=Add sentence              8=Condi ti                     N W/W Notifiers
OFF# DOCKET                  CNTY                             J W/W County Inmate Supv. Status
CS  Type                     Begin                               SANC  SGDO
01  200900567/01 LANE        rm date Code
00  P FPR                    01/27                             Y

                               Bottom

                               Bottom
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar F12=Cancel   F14=Recalculate F20=Add Local F24=More keys...

```

Figure 15: To select Process Step by typing the numeric '3' at the upper left corner of the display.

- 1) Select one of the processes from the list by typing the letter that is next to the title you want to access (**No Enter key is required**). The screen with the information you requested is displayed. After you finish working with the information of a particular process, you can select one of the following:
  - a) Press the **F12** key to return to the previous display.
  - b) Press the **Enter** key to go automatically to the next display of information on the list of processes that is available to you.
  - c) Press the **F3** key to return to the first screen in the process.
  - d) Press the **F11** key to access the menu bar. You can select:
    - i) the Process Step again and a different process by repeating step 1 above.
    - or
    - ii) another menu option, such as Active Jobs, WS Options from the menu bar.
- 2) If you want to exit the Process Step without making any selection, press the **F12** key, or the **F3** key, or the **Enter** key.

**Note:** A process always appears in full display.

## Using:Info windows

After you select Info Windows from the menu bar by typing **4**, a series of related information appears in a window. You can select **one** of the following:

1) If you want to browse through the information **sequentially**, type an \*next to the title 'Information Windows' (**No Enter key is required**). You can do **one** of the following at any time:

a) Just go through one related information window after another by pressing the **Enter** key.

```
4 Active_Jobs  WS_Options  Process_Step  Info_Windows  Cis_Web_Serve
-----
Offender: 12574346 Jones, Aaron Eugene : Information Windows :
Status: Probation LANE Lane C : V Movement History/Maintenance :
      DNA Collected : U W/W Inop/Inst & Comm Corr :
Enter option... : T W/W Current Earned Time :
2=Change      3=Copy offense    4=Dele : L W/W Days Lost/Earned :
7=Add sentence 8=Conditions    9=Custody : H Housing History :
OFF# DOCKET CNTY ORS ABB : Y W/W Offender Designators :
CS Type Begin date Length : K Kardex/Face Sheet Print Option :
01 200900567/01 LANE ASSAU I : C Change Primary Caseload :
00 P FPR 01/27/2009 000-036 : N Names :
      : X Offender Addresses Screen :
      : More... :
      :.....:

Bottom
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar F12=Cancel    F14=Recalculate F20=Add Local F24=More keys...
```

Figure 16: To select Info Windows by typing the numeric '4' at the upper left corner of the display.

b) Return to the previous information window by pressing the **F12** key.

c) Exit the Information Windows completely and return to the job where you started the Information Windows by pressing the **F3** key.

d) Return to your initial menu and keep the current job active by pressing the following keys:

- i) **F3** to exit a particular window.
- ii) **F12** to exit the Information Windows.
- iii) **F11** to access the menu bar.
- iv) Type **1** and **M** to return to your initial menu.

3) If you want to browse through the information **randomly**, select the letter that is next to the item you want to see by typing the letter next to the title 'Information Windows' (**No Enter key is required**). A window with the information you requested is displayed on top of the first screen.

You can return to the Information Windows by pressing the **F12** or the **Enter** key and do **one** of the following:

- a) Select another item from the Information Windows by repeating step 2 above.
- b) Press the **F12** or the **Enter** key to exit the Information Windows, return to the job where you started the Information Windows, press the **F11** key to access the menu bar and another menu option on the menu bar.
- c) Return to your initial menu and keep the current job active by pressing the following keys:
  - i) **F12** to exit the Information Windows.
  - ii) **F11** to access the menu bar.
  - iii) Type **1** and **M** to return to your initial menu.

3) If you want to exit the Information Windows without making any selection, you can press the **Enter** key or the **F12** key.

**Note:** An. Info Window always appears in a window format.

### Using CIS Web Serve

After you select CIS Web Serve from the menu bar by typing **5**, a series of internet explorer web applications appears in a window.

- 1) Select the letter that is next to the web application you want to go to by typing the letter next to the title 'CIS Web Windows' (**No Enter key is required**). A window with the web page you requested is opened to the sign on screen for that web application.

You can return to the CIS Web Serve by pressing the **F12** or the **Enter** key and do one of the following:

- a) Select another application from the CIS Web Serve by repeating step 2 above.
- b) Press the **F12** or the **Enter** key to exit the CIS Web Serve, return to the job where you started the CIS Web Serve, press the **F11** key to access the menu bar and another menu option on the menu bar.
- c) Return to your initial menu and keep the current job active by pressing the following keys:
  - i) **F12** to exit the CIS Web Serve.
  - ii) **F11** to access the menu bar.
  - iii) Type **1** and **M** to return to your initial menu.

3) If you want to exit the CIS Web Serve without making any selection, you can press the **Enter** key or the **F12** key.

**Note:** The. CIS Web Serve page always appears in full display.

## How to Exit the Menu Bar

You can exit the menu bar by doing one of the following:

- 1) Press the **Enter** key without making any selection.
- 2) Press the **F12** (Cancel) key.
- 3) Press the **F11** key again to turn off the menu bar.

## How to Rename a Menu Item

You can rename a menu item and put it on the right side of your menu screen as an active job. This feature helps users who need to open multiple sessions of the same job to keep track of which particular job or caseload they are on. You can easily identify the particular job and switch among the active jobs on your active jobs list. Examples of multiple sessions of the same job include Offender Information, W/W Caseloads, and W/W Court Orders. To rename a menu item, you can do the following:

- 1 At the **Selection:** line, type the number of the menu selection you wish to rename and press the **Tab** key to move the cursor to the **Job:** line.
- 2 At the **Job:** line, type in what you want to rename the job and press the **Enter** key.
- 3 The system takes you to the screen you requested. Press the **Esc** key to suspend your current job and take you back to your Main Menu.
- 4 The menu item which you selected and suspended now appears on the right side of your menu screen as an active job with the name you wanted.

```
CCPPO                      Corrections Information Systems          9:24:16
MCCARTHY                   ISIS PPO Main Menu              4/07/10
Select one of the following:

  1. W/W To-Do List          | A. Judy's caseload
  2. W/W Caseloads          |
  3. W/W Treatment Programs |
  4. Offender Information Screen |
  5. Fee Balances by Caseload |
  6. W/W Supervision Fees   |
  7. W/W Structured Sanctions |
  8. W/W Offender Risk Assessments |
  9. W/W STATIC-99 Assessment |
 10. W/W Offender Stable/Acute |
 11. W/W Court Orders       |
                               |
 13. W/W Warrant Request (Offender) |
 14. W/W Warrant Records (by PO) |
                               |
                               | More...

Selection: 2                      Job: Lee's caseload

F3=Exit    F4=Prompt    F10=Move to top    F11=Menu bar    F12=Previous menu
```

Figure 17: Renaming a menu item using the Selection and Job lines.

```
CCPPO                      Corrections Information Systems          9:29:10
MCCARTHY                   ISIS PPO Main Menu              4/07/10
Select one of the following:

  1. W/W To-Do List          | A. Judy's caseload
  2. W/W Caseloads          | B. Lee's caseload
  3. W/W Treatment Programs |
  4. Offender Information Screen |
  5. Fee Balances by Caseload |
  6. W/W Supervision Fees   |
  7. W/W Structured Sanctions |
  8. W/W Offender Risk Assessments |
  9. W/W STATIC-99 Assessment |
 10. W/W Offender Stable/Acute |
 11. W/W Court Orders       |
                               |
 13. W/W Warrant Request (Offender) |
 14. W/W Warrant Records (by PO) |
                               |
                               | More...

Selection:                  Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
```

Figure 18: A menu item is being renamed and put on the active jobs list.

**Note:** You cannot rename an item that is on the right side of your menu screen because it has already been activated and has a letter assigned to it. You can only rename a menu item which has a NUMBER assigned to it, however, this feature only works for 'group' jobs. It will not work for 'non-group' jobs such as Employee Maintenance Changes, Office Calendar.

## How to Open an Active Job on Your Menu

In addition to the jobs that pre-started for you when you sign on to the system, you can put some of the menu options on the list of the active jobs so that you can access them easily during your work session on the system. You can have a maximum of 16 active jobs opened at anyone time. To open an active job, you can do the following:

**Note:** Not all menu options can be set up as active jobs.

- 1 Access the option on the left side of your menu as you normally do by typing the number that corresponds to the option you want and press the **Enter** key.
- 2 When the display of the option you selected appears, you can select **one** of the following:
  - a) Exit the current display by pressing the **F11, 1,** and **M** to open the menu bar, select Active Jobs, return to the initial menu and put the current job on the active jobs list.
  - b) Perform the functions with that option. When you finish working with that option, press the **F11, 1,** and **M** to open the menu bar, select Active Jobs, return to the initial menu and put the current job on the active jobs list.

# How to Access the Active Jobs on Your Initial Menu

All the active jobs appear on the right side of your menu display. Each active job has a letter assigned to it with the description next to the letter. You can have a total of 16 active jobs. To access anyone of the active jobs from your menu display, you can do the following;

- 1) Type the letter that is next to the description of the active job.
- 2) Press the **Enter** key.

```
CCSUPPORT          Corrections Information Systems          9:38:11
MCCARTHY           CC Support Menu                        4/07/10
Select one of the following:

  1. Offender Information      | A. Admissions
                               | B. CC Court Orders Process
                               | C. W/W Supervision Fees
  3. Admissions               | D. Offender Information
  4. CC Release Process
  5. CC Court Orders Process
  6. CC Support Data Entry/Update
                               |
  8. CC Abscond Return Process
  9. CC Transfer Process
 10. CC Change Primary Caseload
                               |
 11. W/W Risk Assessments
 12. W/W Offender Stable/Acute
                               |
                               | More...

Selection:                Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
```

Figure 19:A menu display with options on the left side and active job on the right side.

# How to End the Current Active Job

When you finish working with the information in a job on your display, you can end the active job display by doing the following:

- 1) From the first page of the Active Job, press the **F3** key to exit the current job. If you aren't on the first page of the Active Job, press F3 twice.
- 2) A message appears in the middle of your display as shown in the following figure asking you to confirm the ending of the current active job.

```
OP501I                      Corrections Information Systems          9:38:05
MCCARTHY                    Offender Public Information          4/07/10

Offender..                  Status.
Location..                  Cell.
Record key..                DOC cycles.
Ag
Se
He  You have requested to end your current active job.  Please confirm.
We
Type choice, Press Enter.
Exit Offender Information . . . . . Y    Y=Yes, N=No
Ca  F12=Cancel
Co
de

No offenses found

F3=Exit      F4=Prompt    F5=Refresh    F6=PTA Caseload    F9=Retrieve
F11=Menu bar F12=Cancel    F17=All offenses
Enter ID number for offender - or press F4=Prompt to select.
```

Figure 20: A confirmation displays when ending a current active job shown in red.

- 3) You can do one of the following:
  - a) Press the **Enter** key to accept the default answer (**Y**) – **Yes** on your display if you decide to end the current active job and to return to your menu display.
  - b) If you want to keep the current job active, you can type over the default answer (Y) with (**N**) – **No** and press the **Enter** key.or  
Press the **F12** key to cancel the action of ending the current job.

The display that you were working on just prior to your request of ending the current job appears and you can continue working.

# Work with To-Do List

After you select the option for **Work with To-Do List** from your menu, you will see the display shown in Figure 21.

```
CMS400I                      Corrections Information Systems          9:51:54
MCCARTHY                      Work with To-Do List              4/07/10

User . . . MCCARTHY      Date . . . 4/07/2010  Wednesday
                               Position to . . . . .

Enter option...
  2=Change  3=Copy   4=Delete  5=Display  7=Needs  11=Move
 12=Complete 13=ReOpen 15=Process
Opt  Priority  Entry Text

      No records found

F3=Exit  F5=Refresh  F6=Add task  F7=Browse backward  F8=Browse forward
F9=Retrieve unfinished tasks  F14=Generate entries  F24=More keys
No entries for MCCARTHY, date 4/07/2010.
```

Figure 21: Work with To-Do List screen.

## Options

The options are located at the upper part of your screen. Each option has a number assigned to it. You can use these options only when there is an entry. You move the cursor to the entry line which is at the left of the screen under the heading '**Opt**', type the number of the option next to the entry you want to work with and press the **Enter** key. The options you can use include:

2=Change    3=Copy    4=Delete    5=Display    11=Move  
12=Complete    13=Reopen    15=Process

## Explanation of Option Keys

### Change (Option 2)

Modifies a previously entered To-Do List task. You can edit the **priority** and the **text** for the task.

### Copy (Option 3)

Copies an existing To-Do List task to another user's To-Do List.

### Delete (Option 4)

Removes a To-Do List task. If you have completed a task, do not use this option to remove it. You can use option 12 (Complete) to mark the task as completed so that you have a record of it.

### **Display (Option 5)**

Displays a To-Do List task. You cannot make any changes to the **text** or **priority**. By entering **5** at multiple tasks, you can view each task in turn by pressing the function key **F12 (Cancel)** or the **Enter** key.

### **Move (Option 11)**

Moves a To-Do List task from one assigned date to another date.

### **Complete (Option 12)**

Marks a To-Do List task as completed when you use this option to indicate that the task is done. The task will continue to display, but will be marked with a 'cp' .

### **Reopen (Option 13)**

Reopens a To-Do List task that has been marked as completed. When you reopen a task, you can perform additional work on the task, modify it or move it.

### **Process (Option 15)**

This option only works with the function key **F14 (Generate entries)** for ISIS caseload users who can generate entries. For non-ISIS caseload users, an error message "Only generated entries can be processed" will appear at the bottom of the display when this option is entered.

### **Functions**

The functions are located at the bottom of your screen. Each function is identified with an **F** and a number, and can be activated any time regardless of the cursor position. The keys for the functions are located on top of the keyboard. To activate a function, simply press the function key that corresponds to the function you want. The functions you can use with the Work with To-Do List program include:

### ***On the first screen***

F3=Exit      F5=Refresh      F6=Add task      F7=Browse backward      F8=Browse forward  
F9= Retrieve unfinished tasks      F14=Generate entries      F24=More keys

### ***Explanation of Function keys on the First screen***

#### **F3 (Exit)**

F3 is a standard AS/400 key and allows you to exit the screen or job that you are working with.

#### **F5 (Refresh)**

Clears the screen, error message or erases any information that has not been previously saved in the system. Therefore, if you are entering text and press **F5** before you press the **Enter** key to save, all of the text will disappear and is not saved.

#### **F6 (Add task)**

Allows you to create a new To-Do List task. **Enter** the **date** that you wish to accomplish the task (the default is the current date). Assign a number, letter or combination to the **priority** of the task. Type the text for the task.

#### **F7 (Browse backward)**

Allows you to move back one day at a time on the To-Do List screen.

**F8 (Browse forward)**

Allows you to move ahead one day at a time on the To-Do List screen.

**F9 (Retrieve unfinished tasks)**

Allows you to retrieve all tasks that were assigned to previous days, but were not completed. You can assign them to the current date or a future date you specify on the Date field before pressing the F9.

**F14 (Generate entries)**

This function is available to ISIS caseload users only. It allows you to generate To-Do entries based upon information already contained in your caseload which has been entered in the Work with Offenders section.

**F24 (More keys)**

This is a standard AS/400 key that allows you to view all of the active function keys available for the particular program you are currently using. When you see this key on a particular job or program, you know that there are at least two levels of function keys for that job or program. By pressing the F24 key, you can cycle through the screens to view the various function keys available to you.

***On the second screen***

F4=Prompt	F10=Print	F11=Menu bar	F12=Cancel	F13=Repeat
F15= Remove generated	F16=Exclude completed	F24=More keys		

***Explanation of Function keys on the second screen*****F4 (Prompt)**

This function key is cursor/context sensitive and allows you to bring up a list of selection when you put the cursor at a particular data area.

**F10 (Print)**

Allows you to print the To-Do List for the current date or the date you specify on the Date field. Your print request will send to your default printer and a message "To-Do listing has printed" will appear at the bottom of your display.

**F11 (Menu bar)**

Displays an additional menu at the top of your screen and allows you to navigate among active jobs, workstation options, process steps, info windows, and CIS Web Serve with minimal keystrokes. Depending upon the menu option you have and your business functions, you may not have all the options on the menu bar available for you. You can only access the options that are highlighted on the menu bar.

**F12 (Cancel)**

This is a standard AS/400 key which allows you to cancel an option or a function and returns you to your previous activity or display.

### F13 (Repeat)

Allows you to select many of the same options all at once without typing the option number repetitively. You just type the option number once at where you want to start and press the F13 key which will repeat the option number for you automatically.

### F15 (Remove generated)

Removes from the display all entries that were generated by the Generate Entries function (FI4). This function is available to the ISIS caseload users only.

### F16 (Exclude completed)

Removes the completed tasks from the display. A task that was completed and marked with a 'cp' will not be displayed in the Work with To-Do List screen.

### Creating a To-Do List Task (F6)

1. Press the function key **F6** (Add task) and a window entitled 'Add To-Do list Entry' appears in the middle of the display as shown in Figure 22.

*Suggestion: to move forward one field location to another, use the Tab key .*

*To move backward from one field location to another, use Shift Tab keys.*

```
CMS400I                      Corrections Information Systems          9:51:54
MCCARTHY                      Work with To-Do List              4/07/10

User . . MCCARTHY    Date . . 4/07/2010  Wednesday
                               Position to . . . . .

Enter option...
 2=Chang
12=Comp  Add To-Do List Entry
Opt  Pri  User: MCCARTHY    Date: 4/07/2010    Priority:

  No re  _____
         _____
         _____
         _____
         _____
                               More...
         F5=Refresh 12=Cancel F13=Insert F14=Delete F15=Wrap off

F3=Exit  F5=Refresh  F6=Add task  F7=Browse backward  F8=Browse forward
F9=Retrieve unfinished tasks  F14=Generate entries  F24=More keys
No entries for MCCARTHY, date 4/07/2010.
```

Figure 22: Creating a To-Do List task screen,

2. The current date appears at the *Date* prompt as a default, but you can change it to the date you wish to accomplish the task.

3. At the priority *prompt*, you can assign a number, letter or combination to the priority or importance of the task you are going to enter. Examples of priority assignment are:

- 1 -highest in priority
- 5 -lowest in priority
- A -highest in priority
- E -lowest in priority

A1 -highest in priority

A5 -lowest in priority

4. Type the entry of the task.

*If you do not want to make any changes to the entry, you can do one of the following:*

**Save:** To save the entry, press the **Enter** key. A message **'ToDo Entry record added.'** appears at the bottom of the window. If you press the **Enter** key again, you will return to the previous screen with part of the entry text you just entered as the description.

**Exit without saving:** To exit without saving the entry, press the function key **F12 (Cancel)** and you return to the previous screen.

**Clear the entry on the screen without exit:** To clear the screen without saving the information you just entered, press the function key **F5 (Refresh)**. The information on the screen is cleared so you can enter another To-Do List task.

*If you want to make changes to the entry before saving, you can Use one of the following:*

**Insert text:** To insert text, move the cursor to the area where you want to insert the text, and press the function key **F13 (Insert)**. A blank line appears after the cursor. You can type the additional text and more lines will appear if you need them. Once you have inserted the text, press the function key **F14 (Delete)** to remove the extra lines.

*Caution: To get the word wrap capability, ensure that "F15=Wrap off" appears at the bottom right corner of the window. If "F15=Wrap on" appears on the screen, simply press F15 to turn on the wrap capability.*

**Delete text or line:** To delete a single word or phrase, move the cursor to the word and press the Delete key for each character you wish to delete.

To delete lines of text or remove the extra lines from the text, move the cursor to the area you wish to delete and press the function key F14 (Delete) key. **Note: The F14 key deletes everything to the right of the cursor. Therefore, if you just want to delete a word or phrase, use the delete or backspace key.**

***Changing a To-Do List Task (Option 2)***

1. Select the entry you want to change by typing a **2** next to that entry and press the **Enter** key.
2. A window entitled **'Change To-Do list Entry'** appears in the middle of the display as shown in Figure 23.

```

CMS400I                      Corrections Information Systems          9:51:54
MCCARTHY                      Work with To-Do List              4/07/10

User . . MCCARTHY    Date . . 4/07/2010    Wednesday
                                   Position to . . . . .

Enter option...
 2=Chang
12=Comp    Add To-Do List Entry
Opt  Pri   User: MCCARTHY    Date: 4/07/2010    Priority: 2
No re     word is long.  Working with word wrap off and the
          word is long.  It will not wrap around to the next line and
          no additional lines will be added.  You have to watch out
          for the available space, otherwise you will type to test
          the functions again.  Add more info to it._____
                                   More...
          F5=Refresh  12=Cancel  F13=Insert  F14=Delete  F15=Wrap off

F3=Exit   F5=Refresh  F6=Add task  F7=Browse backward  F8=Browse forward
F9=Retrieve unfinished tasks  F14=Generate entries  F24=More keys
No entries for MCCARTHY, date 4/07/2010.

```

Figure 23: Changing a To-Do List task screen.

3. You can use the following steps to change the text in the entry:

**Insert text:** To insert text, move the cursor to the area where you want to insert the text, and press the function key **F13 (Insert)**. A blank line appears after the cursor. You can type the additional text and more lines will appear if you need them. Once you have inserted the text, press the function key **F14 (Delete)** to remove the extra lines.

**Caution:** To get the word wrap capability, ensure that "F15=Wrap off" appears at the bottom right corner of the window. If "F15=Wrap on" appears on the screen, simply press F15 to turn on the wrap capability.

**Delete text or line:** To delete a single word or phrase, move the cursor to the word and press the Delete key for each character you wish to delete.

To delete lines of text or remove the extra lines from the text, move the cursor to the area you wish to delete and press the function key **F14 (Delete)** key. **Note: The F14 key deletes everything to the right of the cursor. Therefore, if you just want to delete a word or phrase, use the delete or backspace key.**

4. Press the **Enter** key once and a message 'ToDo Entry record updated' appears at the bottom of the window. If you press the **Enter** key again, you will return to the previous screen.

### Viewing another user's Work with To-Do List

1. Move the cursor to the *User* prompt and type the user id of the person who's ToDo List you want to view and press the **Enter** key.

If you want to get a listing of the user id's, you can erase your user id and then press **F4 (prompt)** to display the list of all user id's **or** type the first few characters of the user id you want to view and press **F4** for the specific listing. A window entitled '*User Select*' appears with the listing of users. You can use the PgDn key to go down the list screen by screen and use the down arrow key to move the cursor to the user id you want and press the **Enter** key.

2. The Work with ToDo List of the user appears on the display. You can view the entries but you cannot change, delete or add to the entries.

```

CMS400I          Corrections Information Systems          10:59:41
MCCARTHY          Work with To-Do List                   4/07/10

User . . MCCARTHY   Date . . 4/07/2010  Wednesday
                                     . . .

Enter op          User Select
 2=Chan          Position to . . . . *ALL ove
12=Com  User      Name                Loc
Opt  Pr  HUNTB    Bernie Hunt         OSCI
        HUNTC    Cady Hunt            DESC
        No r  HUNTD    Daniel Hunt         SRCI
        HUNTE    Eunice Hunt          HUMR
        HUNTERD   Dusti Hunter         TRCI
        HUNTERE   Eilene Hunter        DESC
                                     More...

        F12=Cancel

F3=Exit  F5=Refresh  F6=Add task  F7=Browse backward  F8=Browse forward
F9=Retrieve unfinished tasks  F14=Generate entries  F24=More keys
No entries for MCCARTHY, date 4/07/2010.

```

Figure 24: Bringing up a list of user id's to select.

**Position to**

The function of **Position to** is to let you move the cursor to the first one of the priority setting you specify at the **Position to prompt**. If there are several ToDo List entries in the same priority group, you type the number or letter of that priority group and press the **Enter** key. The cursor moves to the first entry of that group. An example of the specific listing is shown in Figure 25.

```

CMS400I          Corrections Information Systems (TEST)    11:10:37
MCCARTHY          Work with To-Do List                   4/07/10

User . . MCCARTHY   Date . . 4/07/2010  Wednesday
                                     Position to . . . . . 1C
Enter option...
 2=Change  3=Copy   4=Delete  5=Display  7=Needs  11=Move
12=Complete 13=ReOpen 15=Process
Opt  Priority  Entry Text
*ASSESDUE  AMAN, DOUGLAS  COMM RISK ASSESSMENT DUE BY: 01/15/2010
1A         Talk to Mark re: work schedule
1B         Talk to Mary re: CIS Reports
1C         Talk to Lee re: CIS Navigation Manual

                                     Bottom
F3=Exit  F5=Refresh  F6=Add task  F7=Browse backward  F8=Browse forward
F9=Retrieve unfinished tasks  F14=Generate entries  F24=More keys

```

Figure 25: Using 'Position to' in Work with To-Do List screen.

# How to Exit from CIS

If you want to exit CIS, you return to your main menu and do the following:

1) Press the **F3** (Exit) key

**or** Type **90** for sign off at the *Selection* prompt and press the **Enter** key.

2) If you do not have any active job on your main menu, you have completed the signing off.

```
CCSUPPORT          Corrections Information Systems          11:17:09
MCCARTHY           CC Support Menu                      4/07/10
Select one of the following:

  1. Offender Information      | A. Admissions
                               | B. CC Court Orders Process

You have requested to exit CIS while one or more options are
suspended.  If you continue, work in progress could be lost.

Type choice, press Enter.

Exit CIS . . . . . Y      Y=Yes, N=No          F12=Cancel

11. W/W Risk Assessments      |
12. W/W Offender Stable/Acute |
                               | More...

Selection: 90                  Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
Command or API call not allowed on source system.
```

Figure 26: A confirmation display in exiting CIS.

If you have any active job on your main menu, a message appears to remind you that you have options that are suspended and are active, and to confirm that you really want to exit CIS, you can do one of the following:

a) Press the **Enter** key to accept the default answer (Y) - Yes on your display if you decide to exit CIS.

c) If you want to return to CIS, you can type over the default answer (Y) with (N) -No on your display and press the **Enter** key.

**or**

Press the **F12** key to cancel the action of exiting CIS.