

CIS Menu Navigation



Welcome To The Corrections Information Systems! (CIS)

CIS combines:

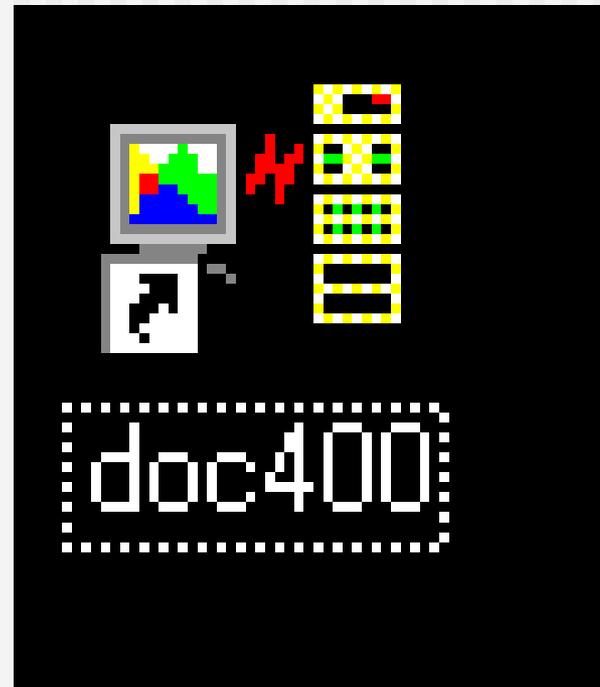
- ISIS (Integrated Supervision Information System)
- OPS (Offender Profile System) and
- CMI (Case Management for Institutions)

into one system



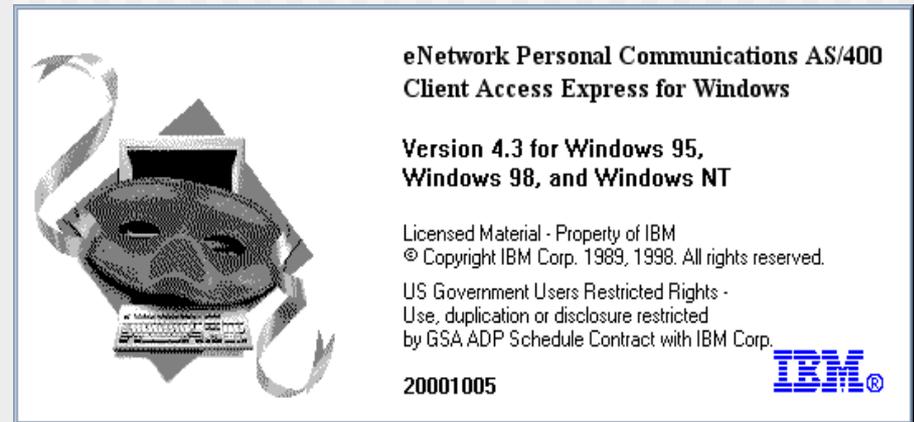
Starting CIS

- CIS is a DOC application that runs on an IBM AS/400 (DOC400) computer network
- Find the DOC400 icon on your desktop and double-click to access the CIS program



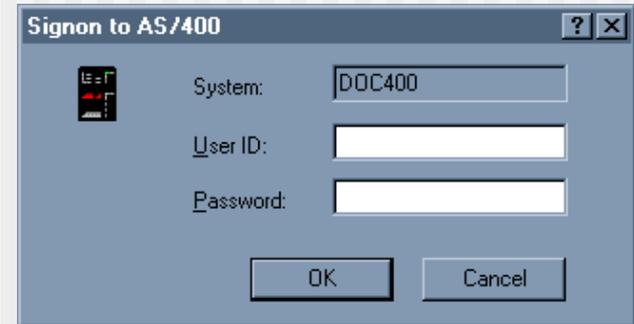
Client Access Logo

- The AS/400 is a separate computer network that is accessed via the Microsoft Windows network
- Client Access is the application that allows Windows to communicate with this network
- When this Client Access logo appears, communication has been started
- The logo will close automatically



Connect To AS/400

- A Windows dialogue box will prompt you to enter your account information before the connection to the DOC400 can be completed
- Type your assigned User ID and press the tab key
- Type your password and press the enter key (or use your mouse to click on "OK")
- Do **not** share your password
- Do **not ever** log in to the system for another user
- For log in assistance, call the ODOC help desk at (503) 378-8833



Remember: The AS/400 is a separate computer network. You will be assigned the same User ID on both networks, but the passwords are separate. If you have changed your password on one, it has not automatically changed on the other.

Change AS/400 Password

- Your AS/400 password is set to expire after your first log on
- Your AS/400 password is also set to expire if it has been in use for more than 90 days
- If your password has expired, you will see a message that asks if you would like to change your password now
- You must select Yes in order to continue with the connection to the AS/400



AS/400 password Rules:

6 – 10 characters

At least one digit

At least one alphabetic character

The first character must be alphabetic

A password cannot be reused if it matches any of your previous 32 passwords

Change AS/400 Password

- The Change AS/400 form will open
- The cursor will be in the field for the old password
- Type your old password and press Tab to move the cursor to the field for the new password (as you type, the characters in your password will be shown as asterisks)



- Type your new password and press tab again
- Confirm your choice for a new password by typing it again
- Press Enter when you have completed the form

Change AS/400 Password

- A message will be displayed when the password has been accepted



Common Error Messages



This is the message shown when the password contains a disallowed character

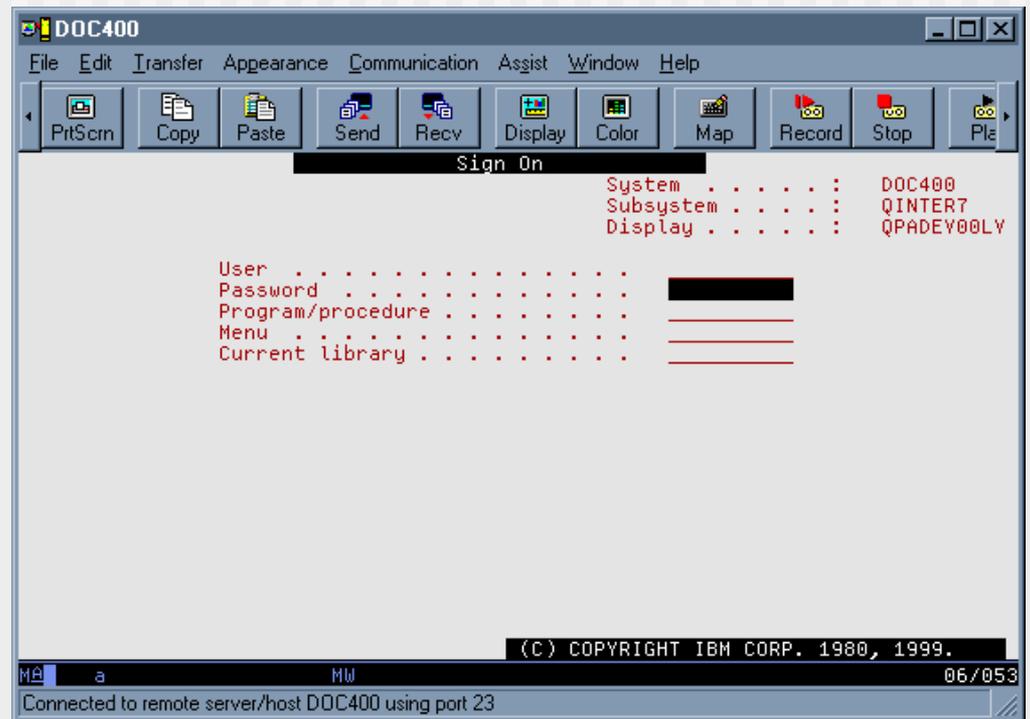
Change AS/400 Password

- When you change your AS/400 password, it will be set to expire in 90 days
- When your password is nearing the expiration date, a notification will appear each time you sign on to the AS/400
- You are encouraged to change your password before it actually expires; this can reduce the possibility that you will need technical assistance in order to access your account



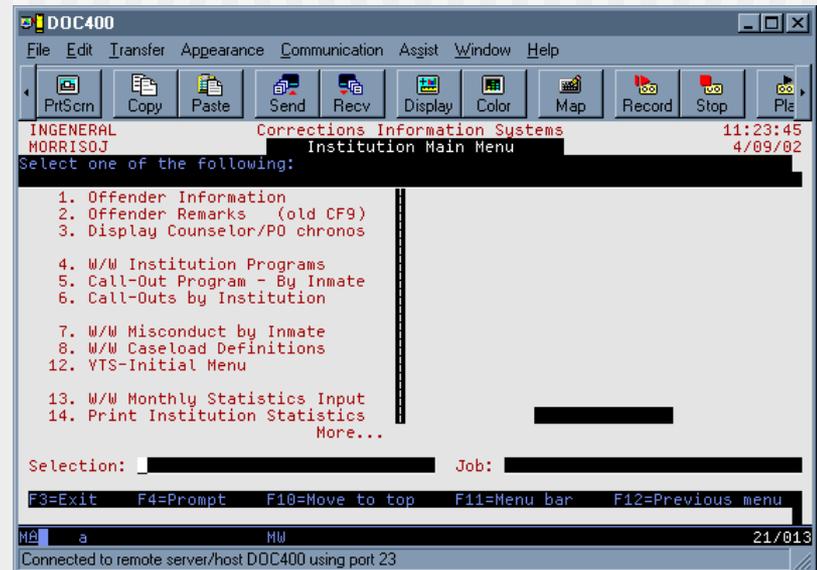
Sign On To AS/400

- When connection to the DOC400 has completed, the monitor will display the DOC400 sign on screen
- To sign on, type your User ID, press Tab, type your password and press enter
- The remaining fields on the DOC400 sign on screen can be left blank



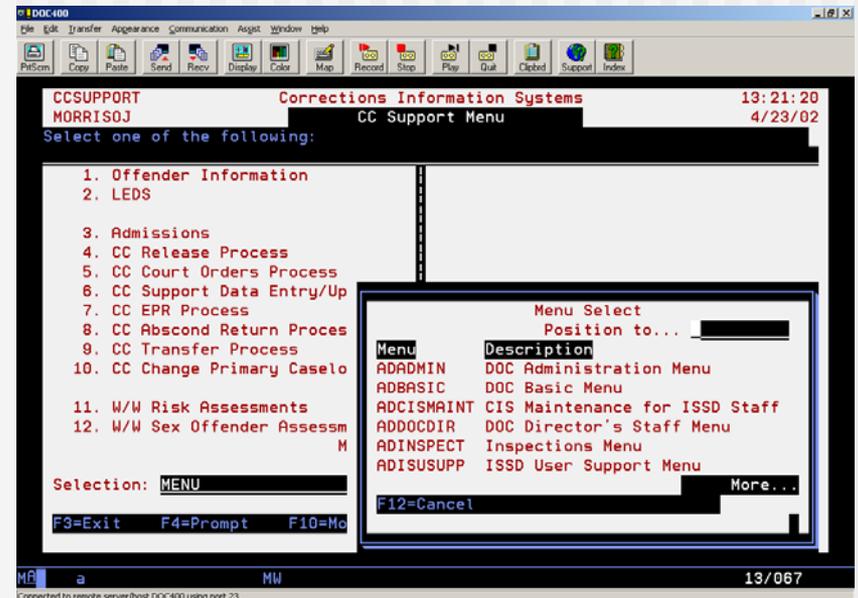
CIS Main Menu

- Your CIS Main menu will open
- Your User name will appear in the upper-left corner of the screen
- The name of your main menu will be shown above your user name
- All the options on your main menu are numbered on the left side of your screen
- When you see the word 'more...' at the bottom of your screen, press the page down key to view additional menu options



Accessing Other Menus

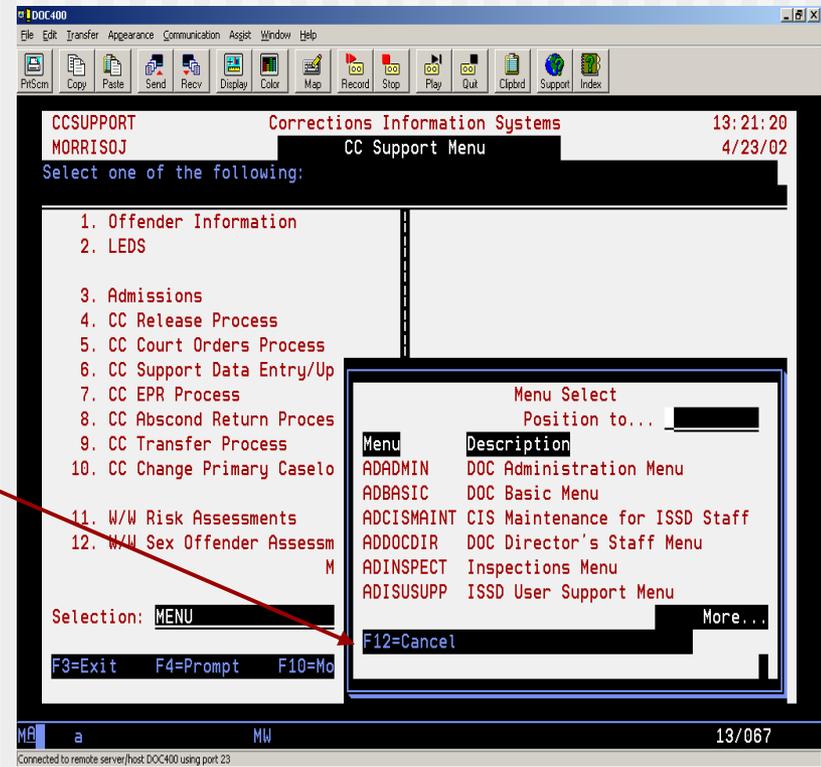
- To access other menus from your CIS initial menu...
- Type "menu", space and the menu name at the *selection* line
- If you do not know the menu name, press **F4** (Prompt) and a window of available menus will appear
- Press Page Down until you can see the menu you want to use
- Move the cursor to the menu you want by using the tab key and press the enter key to open the menu



Tip: Most menus used in the institutions begin with the letters "IN". You can type IN on the "Position to..." line and press Enter to quickly scroll the list to this area

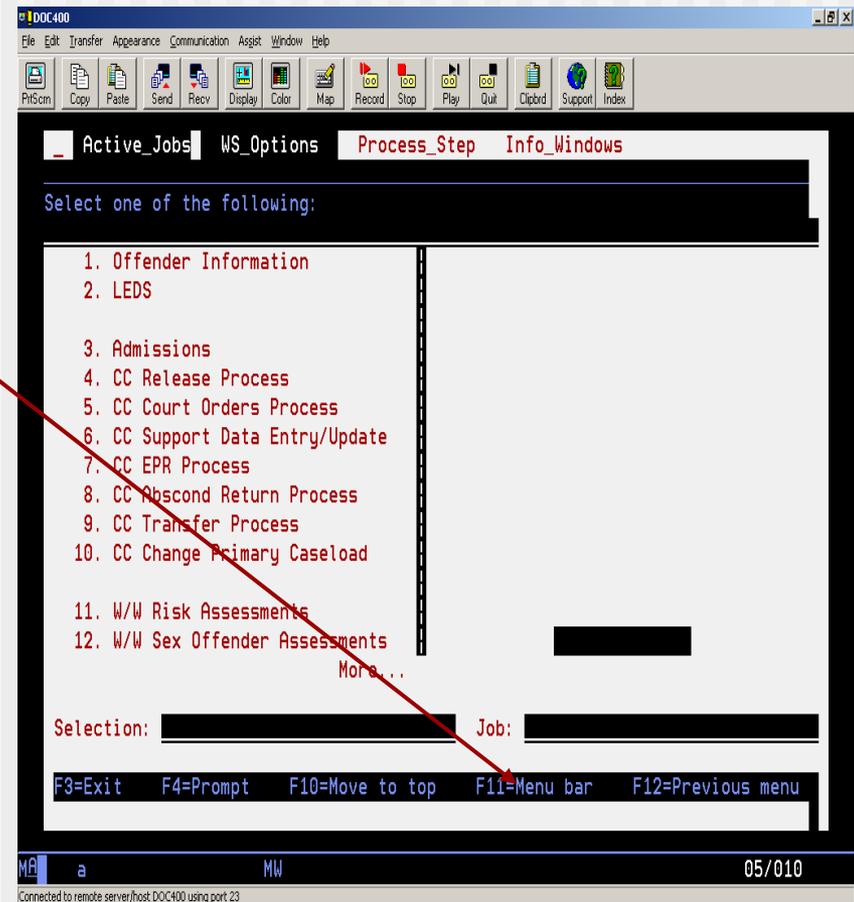
Returning To Your Initial Menu

- To return to your initial menu from this window or from another menu...
- Simply press F12 (Cancel)



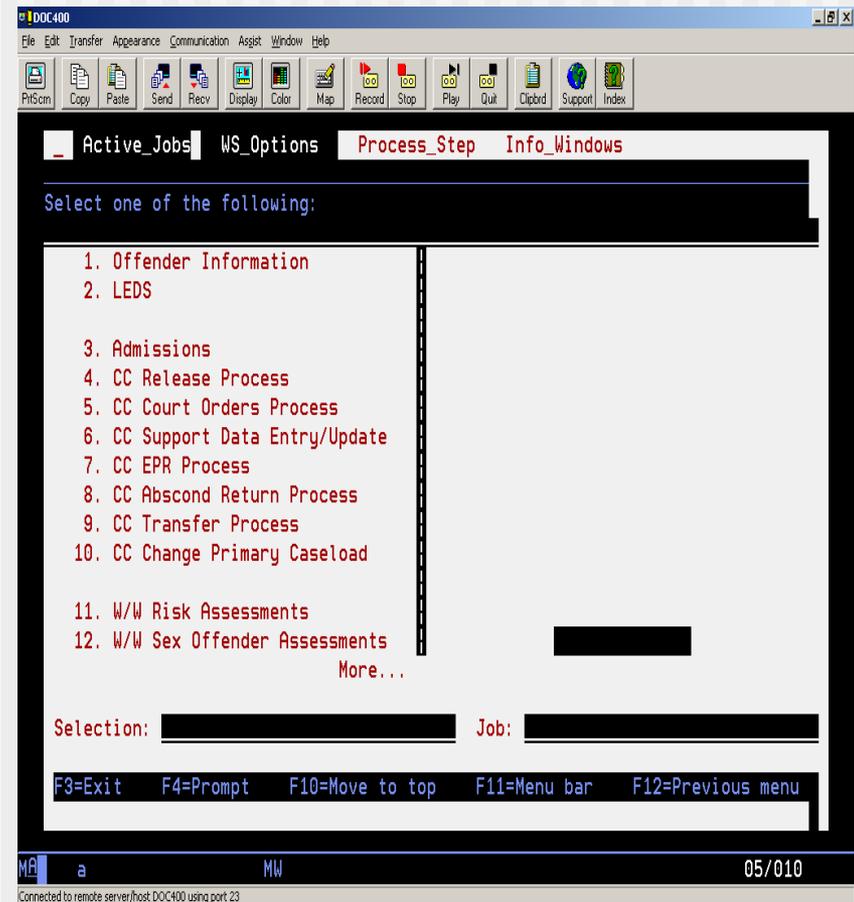
How To Access The Menu Bar

- Access the menu bar by pressing the **F11** key
- The menu bar appears at the top of your screen with four additional menus



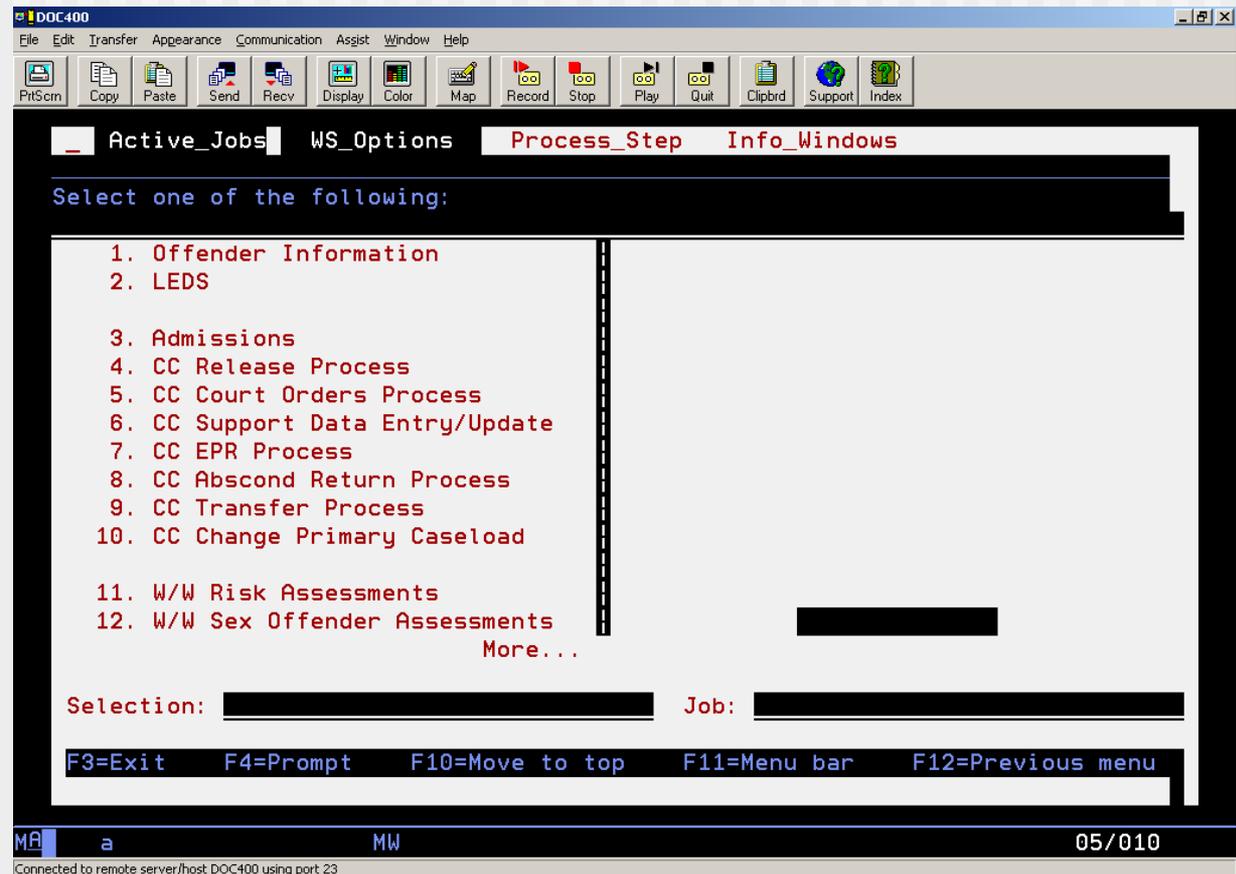
Using The Menu Bar

- You can open only the highlighted menus on the menu bar
- The highlighted menus will change as you change between the options selected from your main menu
- Type the number which corresponds to the menu desired, as follows.....



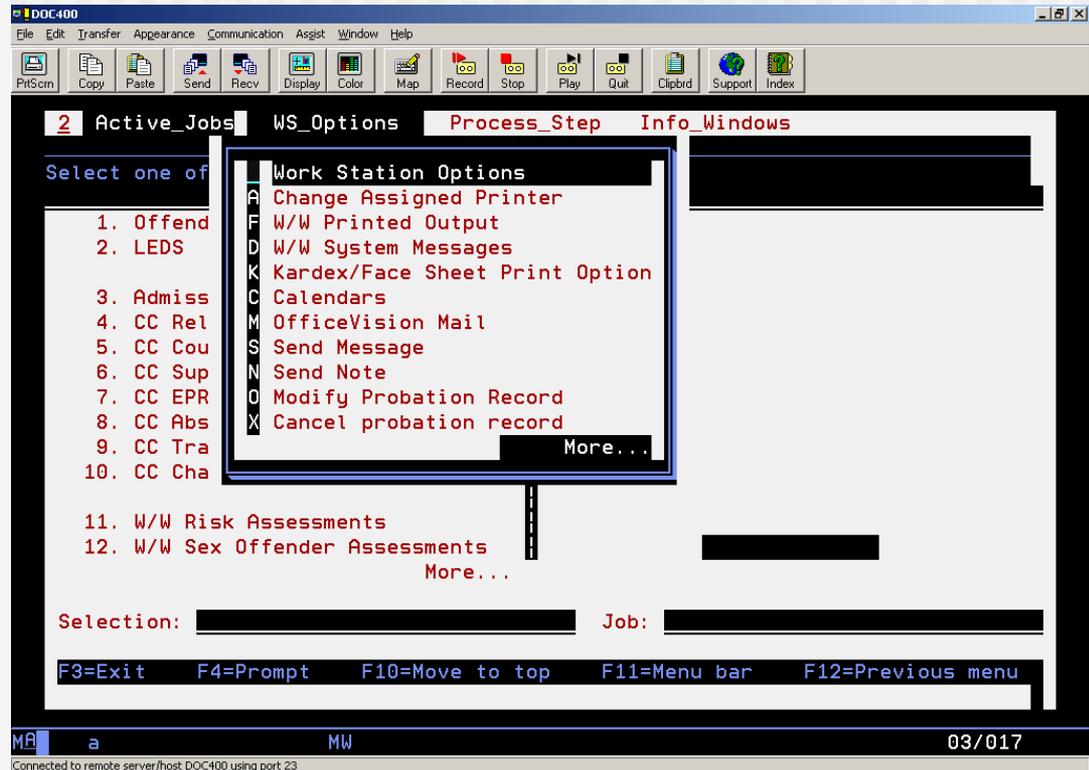
Using the Menu Bar

- 1-Active Jobs
- 2-WS Options
- 3-Process Step
- 4-Info Windows
- Do not press the Enter key



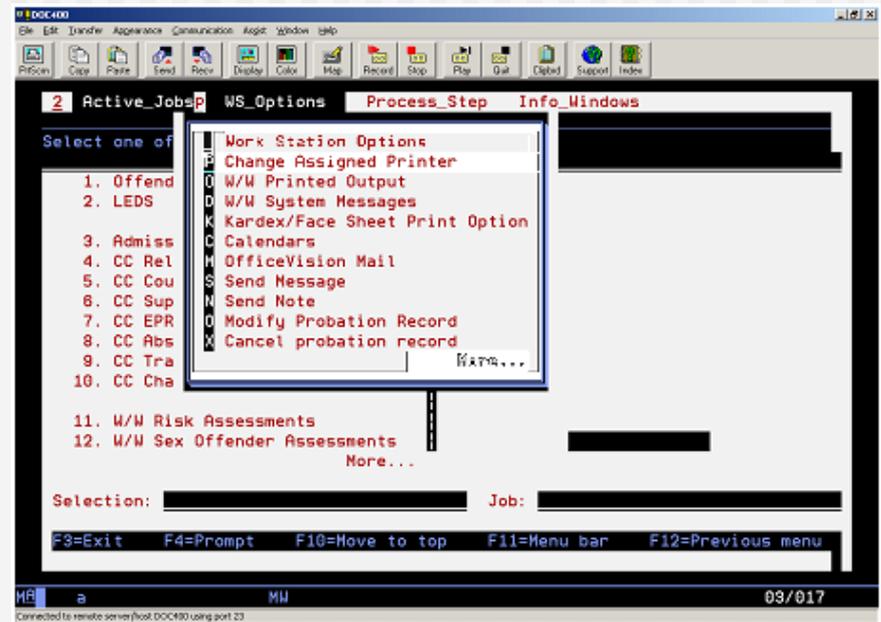
Using the Menu Bar

- A drop-down window with a list of options will appear
- Type the letter of the option you wish to use



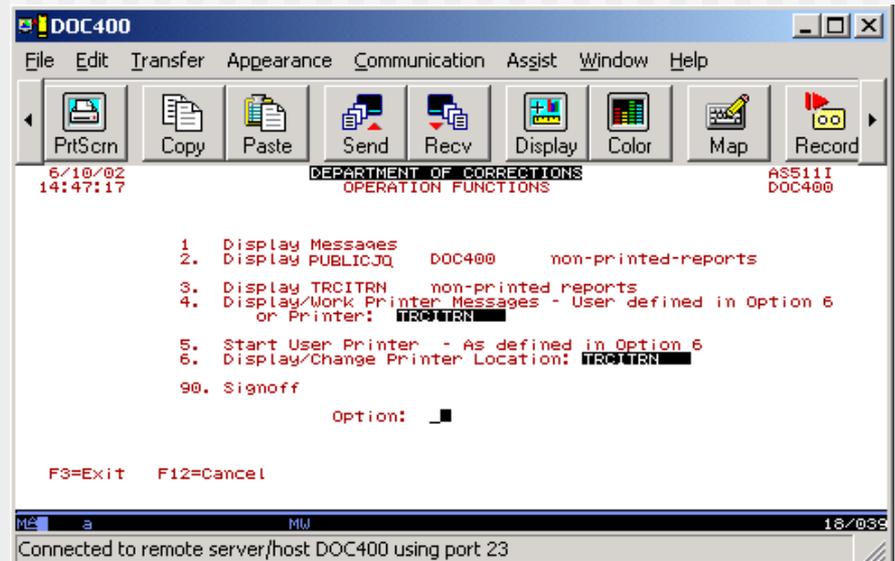
Changing Assigned Printer

- Menu 2 (WS Options) contains an option to “Change Assigned Printer
- Since the DOC400 is a separate network, you must tell this network where you would like your print requests to print
- Type the letter that appears at the left of this option if you would like to check or change the printer for your DOC400 prints



Changing Assigned Printer

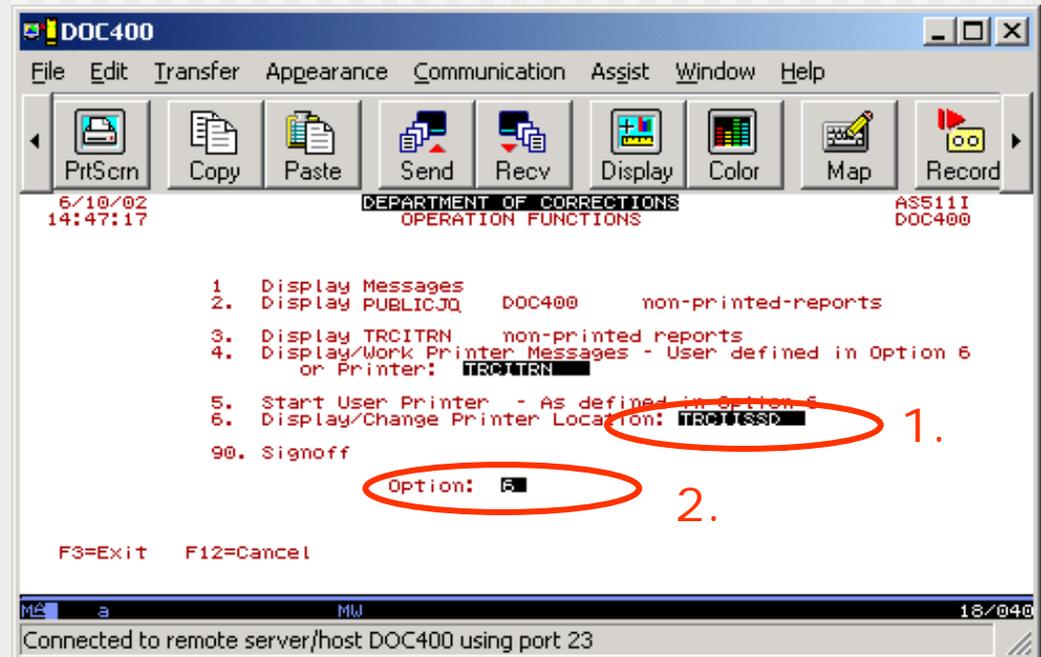
- The DOC400 printer is changed within the DOC400's Operation Functions utility
- When the utility opens, the cursor will be located on the Option line
- Press the Tab key twice to move the cursor to the line in Option 6 that contains the printer's name



NOTE: If you do not know the printer's system name, look for a label on the printer's case. The label should show the printer's system name. Typical names for network printers start with letters representing the institution and end with letters representing the department where the printer is located. Example names for network printers are EOC22385P (EOCI printer) SRCITRAIN (SRCI Training), TRCIPROG (TRCI Programs).

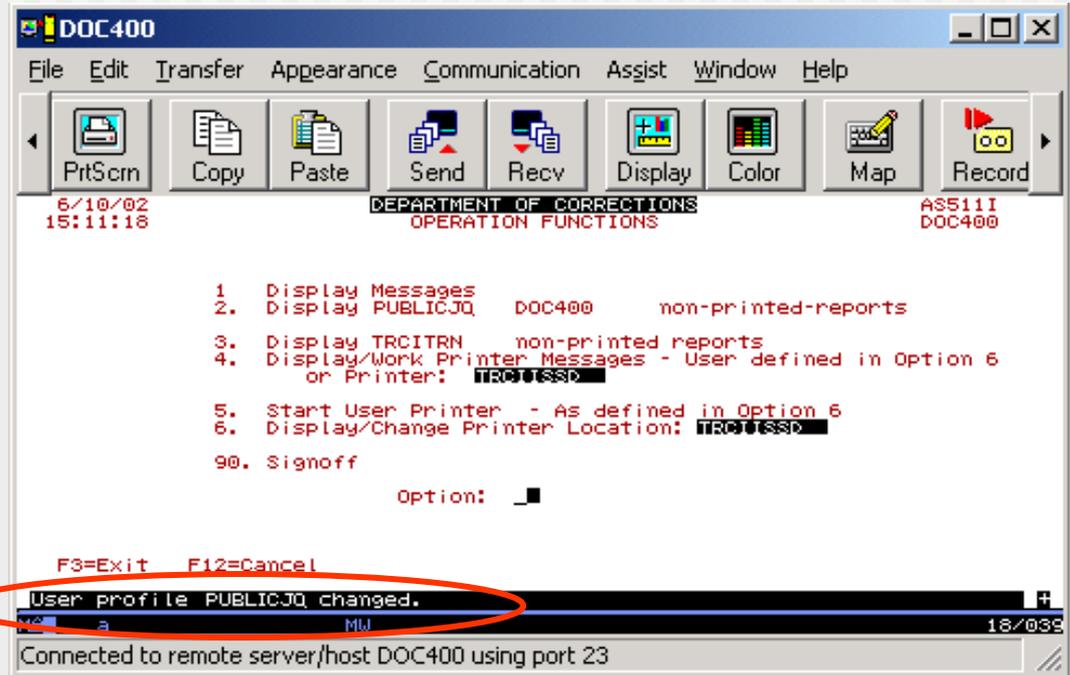
Changing Assigned Printer

- Type in the system name for the printer you would like to use
- After filling in the printer name, use the tab key to move the cursor to the Option Line
- Choose Option 6 (Change Printer) by placing a 6 on this line and pressing enter



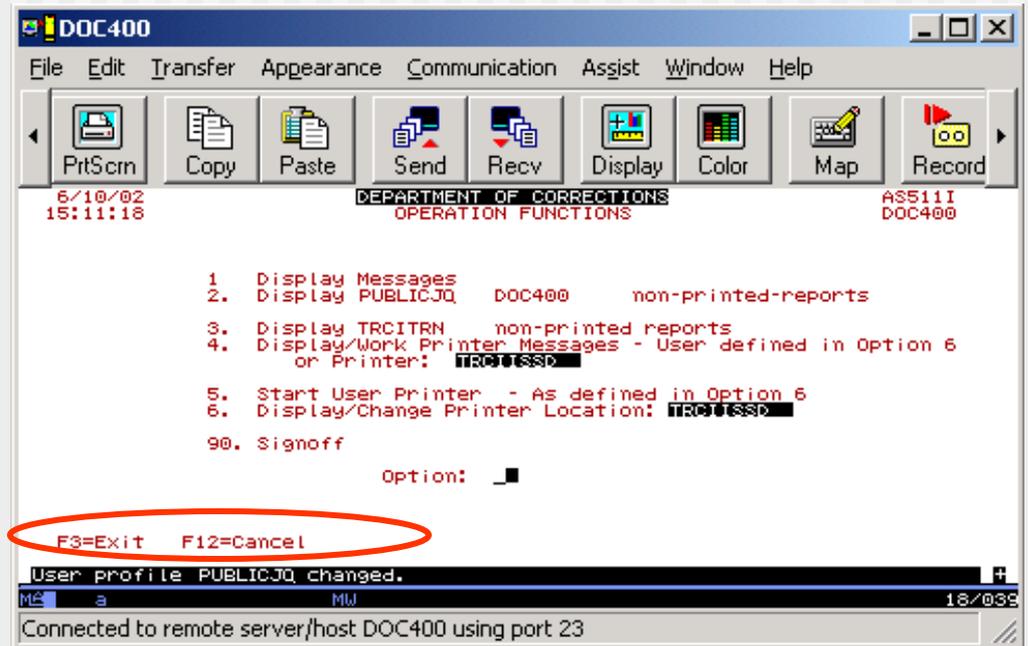
Changing Assigned Printer

- If the change was successful, a message will appear at the lower left of the screen telling you that your user profile was changed
- If the change was not successful, contact the ISSD Helpdesk for assistance



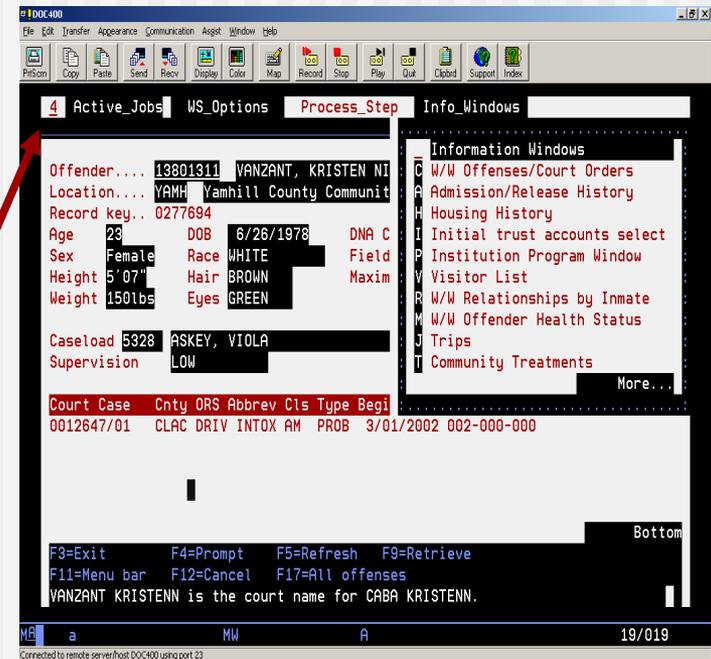
Changing Assigned Printer

- Press the F3 or the F12 function key to leave the Operation Functions utility



Using Info Windows (Offender Information)

- When you have selected “Offender Information” from your main CIS menu, and used the F4 key to select an offender from the list, the initial information window will show the Public Information
- To see additional information, Press F11 to open the menu bar
- The “Info Windows” option will be one of the highlighted options on the menu bar
- Type ‘4’ at the upper left corner of the Info Windows display
- Type the letter next to the info window you wish to see (no *enter* key is required)



Using Info Windows (Offender Information)

- The selected information window will be displayed on the screen
- When you have finished viewing this information window, return to the Info Windows menu by pressing F12 or the enter key
- Select another item or press F12 or enter to exit the Info Windows menu

The screenshot shows a terminal window titled 'DOC400' with a menu bar (File, Edit, Transfer, Appearance, Communication, Assgt, Window, Help) and a toolbar. The main window is divided into several panes. The top pane shows offender information for 'VANZANT, KRISTEN NI' with details like ID (13801311), location (YAMH), record key (0277694), age (23), sex (Female), height (5'07"), weight (150lbs), DOB (6/26/1978), race (WHITE), hair (BROWN), eyes (GREEN), DNA C, and Field Maxim. Below this is information for 'ASKEY, VIOLA' with caseload 5328 and supervision LOW. A table of court cases is shown below, with columns for Court Case, Cnty, ORS, Abbrev, C1s, Type, and Begi. The first row is 0012647/01, CLAC, DRIV, INTOX, AM, PROB, 3/01/2002, 002-000-000. A legend at the bottom lists function keys: F3=Exit, F4=Prompt, F5=Refresh, F9=Retrieve, F11=Menu bar, F12=Cancel, F17=All offenses. A note states 'VANZANT KRISTENN is the court name for CABA KRISTENN.' The status bar at the bottom shows 'MA a MW A 19/019' and a connection note: 'Connected to remote server/host: DOC400 using port: 23'.

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DOC400
File Edit Transfer Appearance Communication Assgt Window Help
PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipboard Support Index

4 Active_Jobs WS_Options Process_Step Info_Windows

Offender... 13801311 VANZANT, KRISTEN NI
Location... YAMH Yamhill County Communit
Record key.. 0277694
Age 23 DOB 6/26/1978 DNA C
Sex Female Race WHITE Field
Height 5'07" Hair BROWN Maxim
Weight 150lbs Eyes GREEN

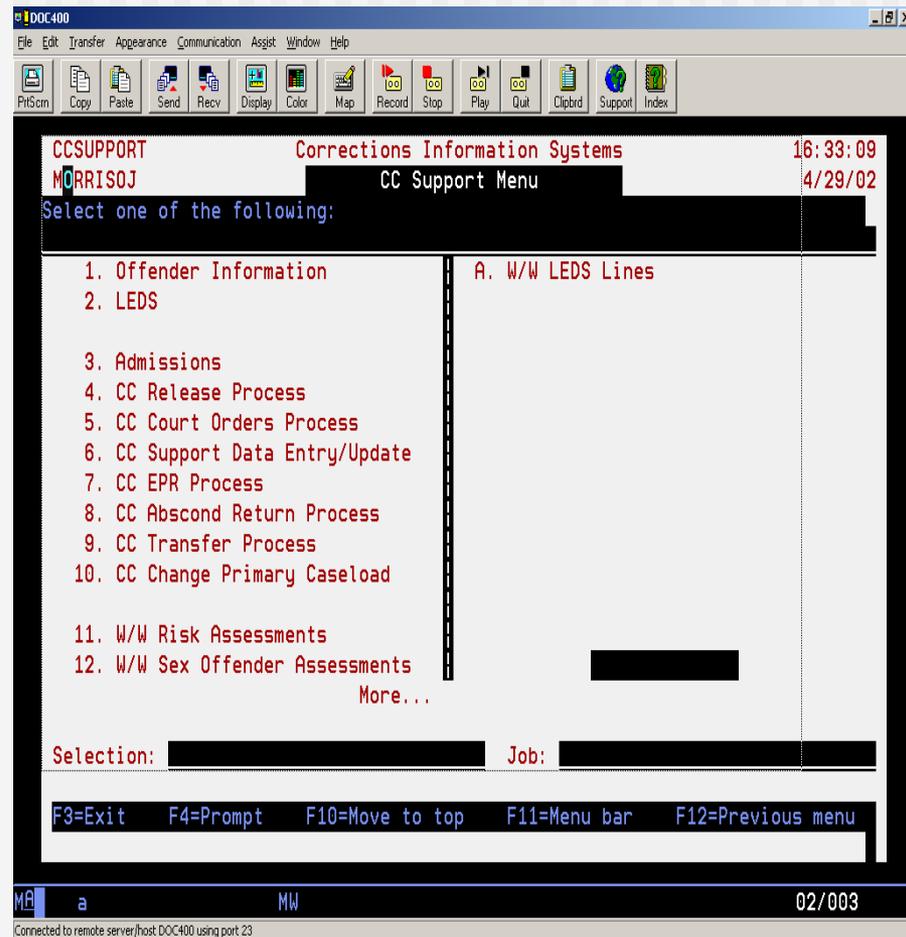
Caseload 5328 ASKEY, VIOLA
Supervision LOW

Court Case Cnty ORS Abbrev C1s Type Begi
0012647/01 CLAC DRIV INTOX AM PROB 3/01/2002 002-000-000

Bottom
F3=Exit F4=Prompt F5=Refresh F9=Retrieve
F11=Menu bar F12=Cancel F17=All offenses
VANZANT KRISTENN is the court name for CABA KRISTENN.
MA a MW A 19/019
Connected to remote server/host: DOC400 using port: 23
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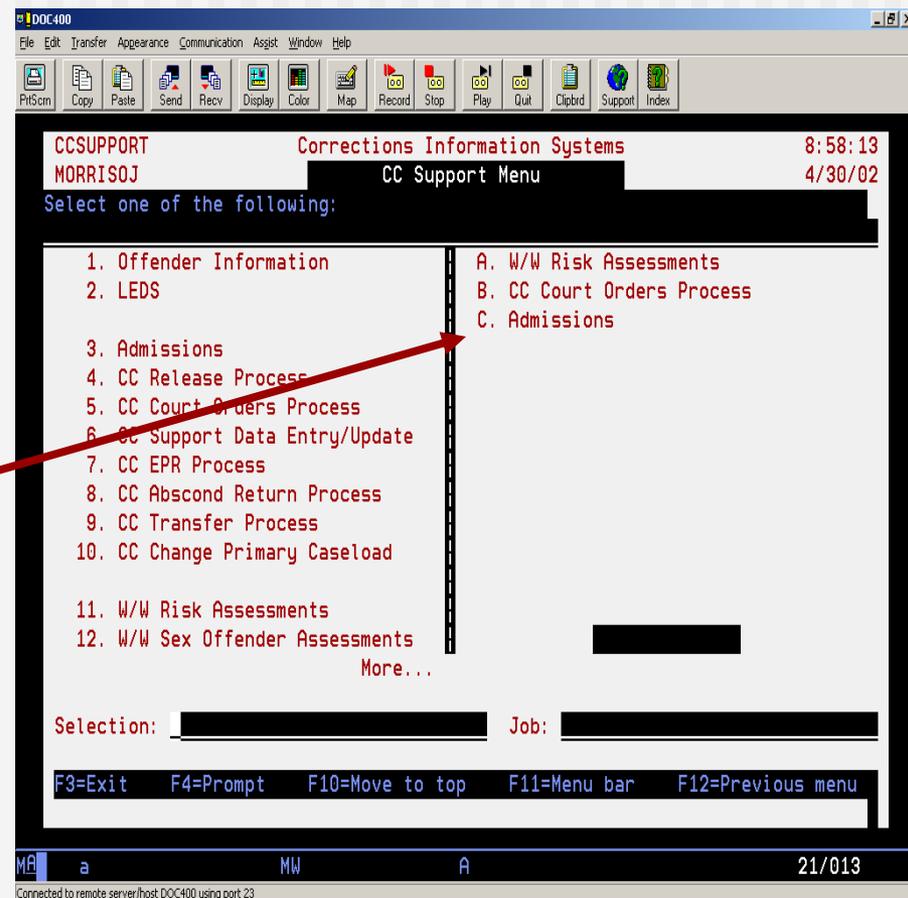
Opening Active Jobs

- Many CIS menu options may be opened, then 'saved' as an active job
- While in an open menu option selected by its number, press the "Esc" key
- That menu option is then displayed on the right side of your menu prefaced by a letter



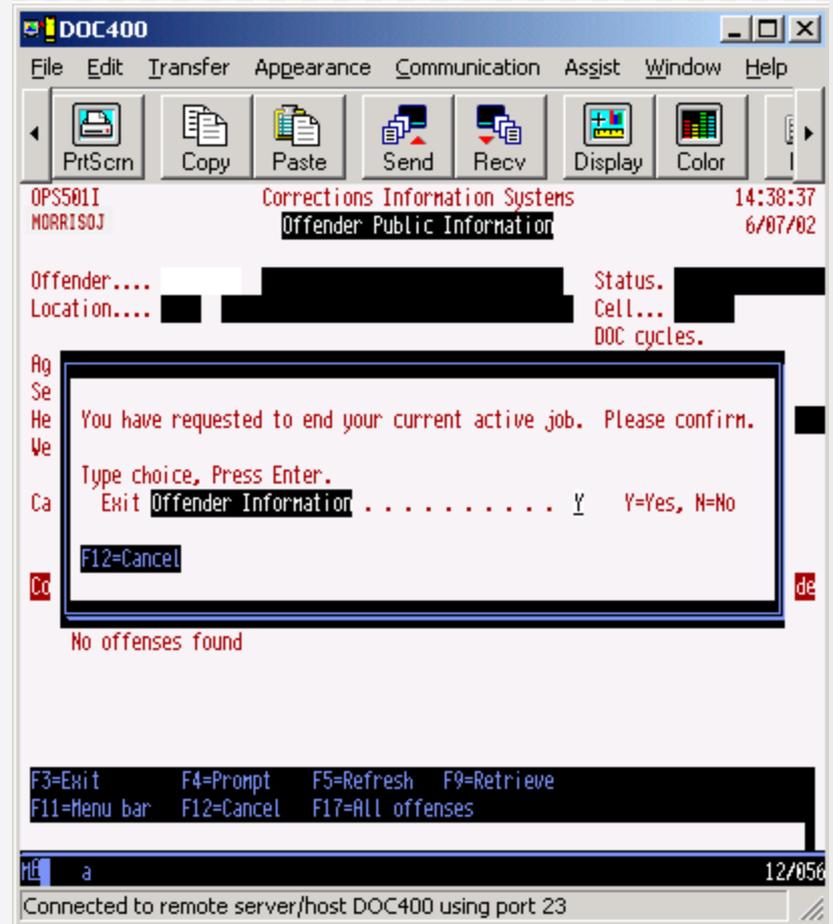
Access Active Jobs

- The system will save your work within the active job while you interrupt it to attend to another task
- To return to any active job, type the letter that appears next to the active job on the right side of your menu and press the enter key



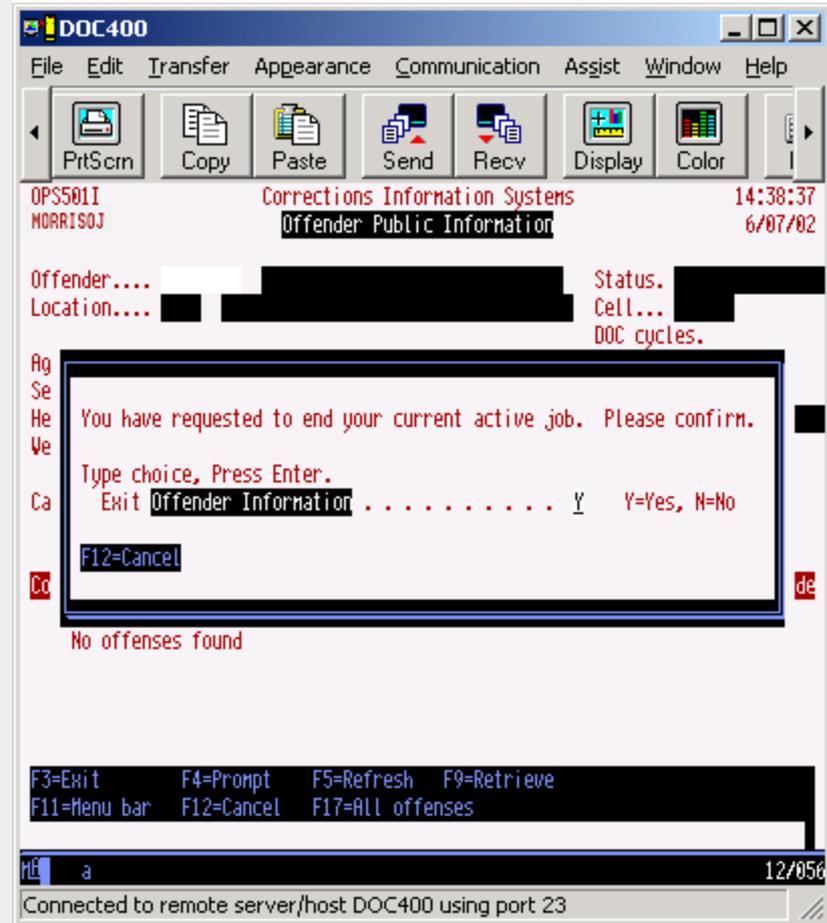
To End an Active Job

- When you are finished using any active job press the **F3** key (Exit)
- A message will appear asking you to confirm ending the active job



To End an Active Job (Cont.)

- Press <enter> to end the active job
- Or type (N) over the default (Y) to keep the current active job open



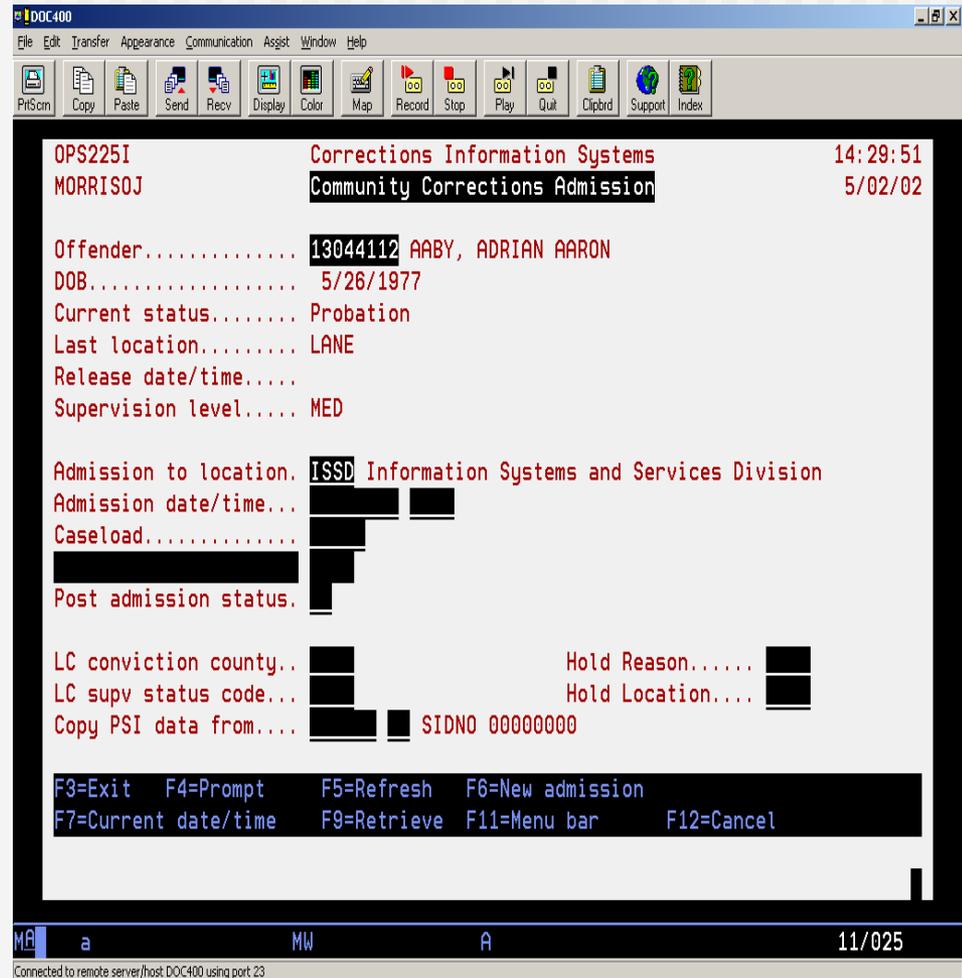
Use of Function Keys

- Function keys are located at the top of your keyboard with an 'F' before a number



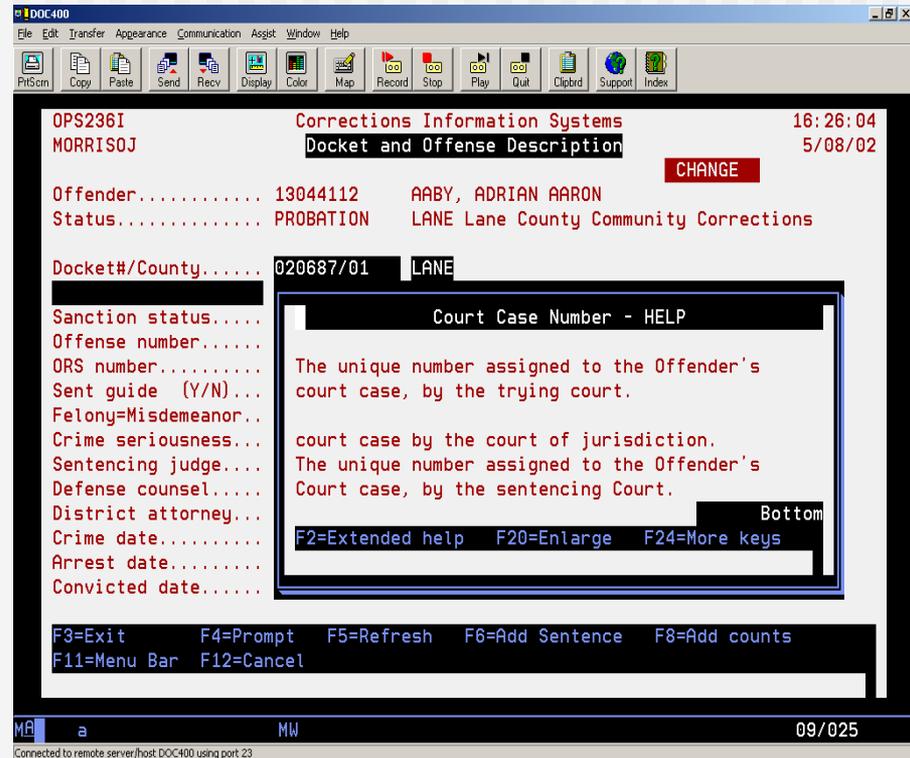
Function Keys (Cont.)

- A list of the function keys and their assigned actions is displayed across the bottom of each CIS screen
- Do NOT press the enter key with a function key



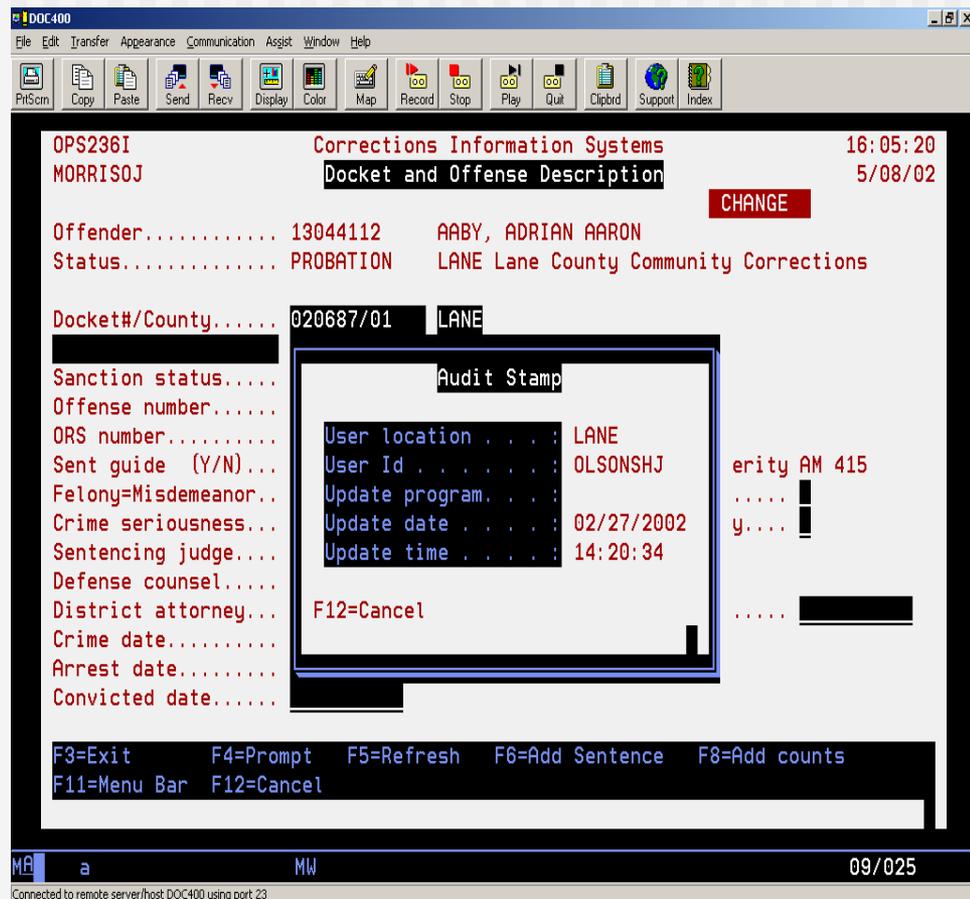
Standard Function Keys in CIS

- **F1 = Help**
- This function key and its assignment are not normally shown on the screen even though it is available
- Place the cursor on the object in question and press F1 to show more information about the object you selected



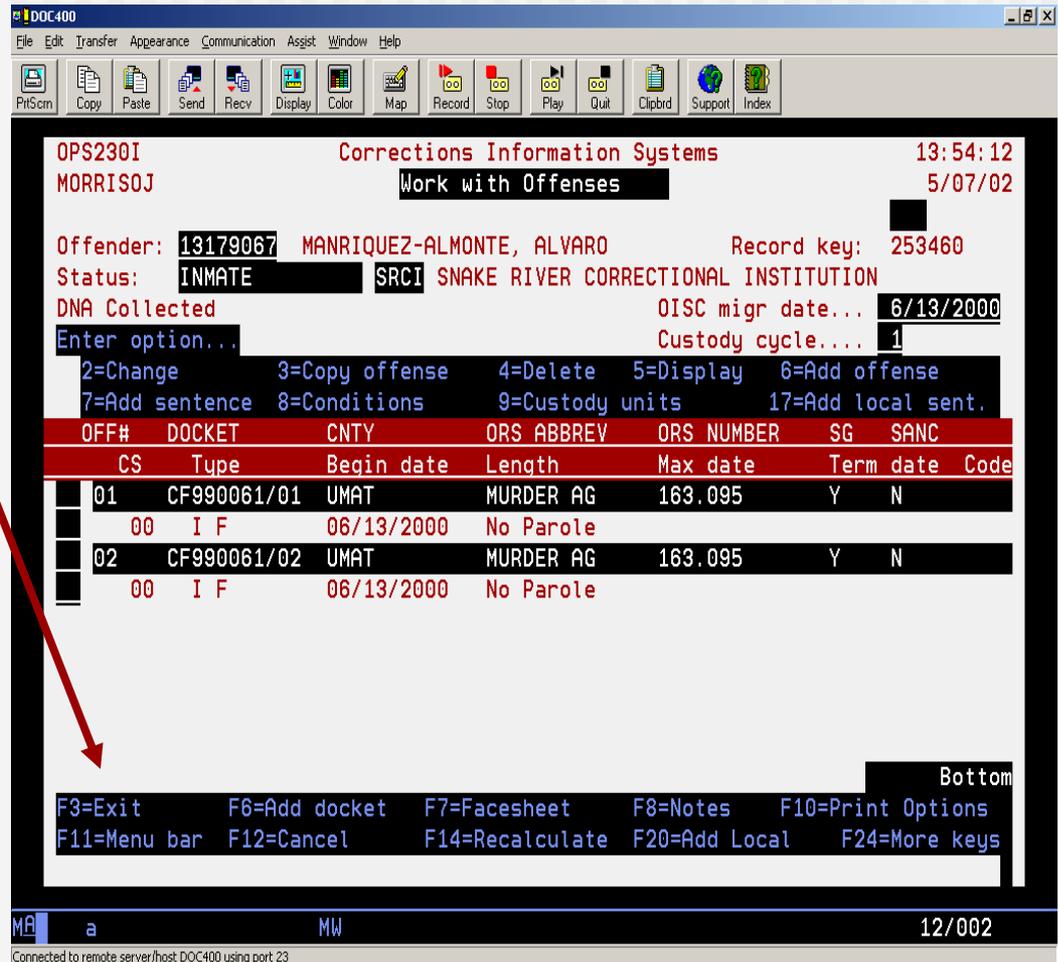
Standard Function Keys

- **F2 (Audit Stamp)**
- This function key assignment is also not normally shown on the display
- Press this key to show the User ID of the last person who changed a record



Standard Function Keys

- F3 (Exit)
- Ends your current task and returns the display to the menu from which you started



DOC400

File Edit Transfer Appearance Communication Assigt Window Help

PrintScrn Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

OPPS230I Corrections Information Systems 13:54:12
MORRISOJ Work with Offenses 5/07/02

Offender: 13179067 MANRIQUEZ-ALMONTE, ALVARO Record key: 253460
Status: INMATE SRCI SNAKE RIVER CORRECTIONAL INSTITUTION
DNA Collected OISC migr date... 6/13/2000
Enter option... Custody cycle... 1

2=Change 3=Copy offense 4=Delete 5=Display 6=Add offense
7=Add sentence 8=Conditions 9=Custody units 17=Add local sent.

OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC
01	CF990061/01	UMAT	MURDER AG	163.095	Y	N
	00 I F	06/13/2000	No Parole			
02	CF990061/02	UMAT	MURDER AG	163.095	Y	N
	00 I F	06/13/2000	No Parole			

Bottom

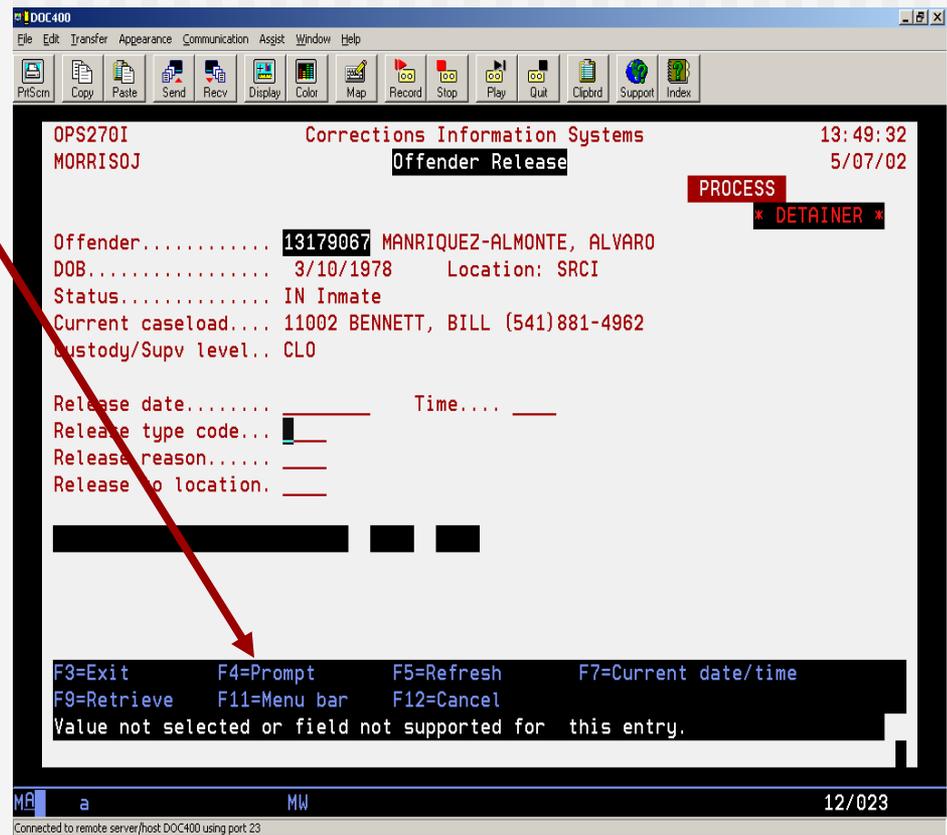
F3=Exit F6=Add docket F7=Facesheet F8=Notes F10=Print Options
F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys

MA a MW 12/002

Connected to remote server/host: DOC400 using port 23

Standard Functions Keys

- **(F4) Prompt**
- Displays a list or a table of options to help you fill in the selected data area



Standard Function Keys

- **F5 (Refresh)**
- Clears the screen and allows you to add additional information

DOC400

File Edit Transfer Appearance Communication Assist Window Help

PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipboard Support Index

OPS501I Corrections Information Systems 16:30:42
MORRISOJ Offender Public Information 5/08/02

Offender.... 9338288 AARRSMITH, GEOFFREY BRIAN Status. PROBATION
Location.... MTDX Multnomah DUII Unit Cell...
Record key.. 0127809 DOC cycles. 02-01-02

Age 34 DOB 3/04/1968 DNA Collected
Sex Male Race WHITE Field admission date.. 09/28/1990
Height 6'03" Hair BROWN Maximum custody date.. 03/29/2005
Weight 170lbs Eyes BROWN

Caseload 6211 PETERS, DARYN
Supervision MED

Court Case	Cnty	ORS Abbrev	Cls	Type	Begin Date	Yrs-Mos-Days	Term Date & Code
990835674/07	MULT	DRIV INTOX	AM	PROB	3/30/2000	000-060-000	
990835674/01	MULT	FAM PERF	CF	PROB	3/30/2000	000-036-000	
990835674/03	MULT	ELUDE POLI	CF	PROB	3/30/2000	000-036-000	

Bottom

F3=Exit F4=Prompt F5=Refresh F9=Retrieve
F11=Menu bar F12=Cancel F17=All offenses
AARRSMITH GEOFFREYB is the court name for AARRSMITH GEOFFREYB.

MA a MW 04/015

Connected to remote server/host DOC400 using port 23

Standard Function Keys

- **F12 (Cancel)**

F12=Previous menu

- Returns you to the previous option or display

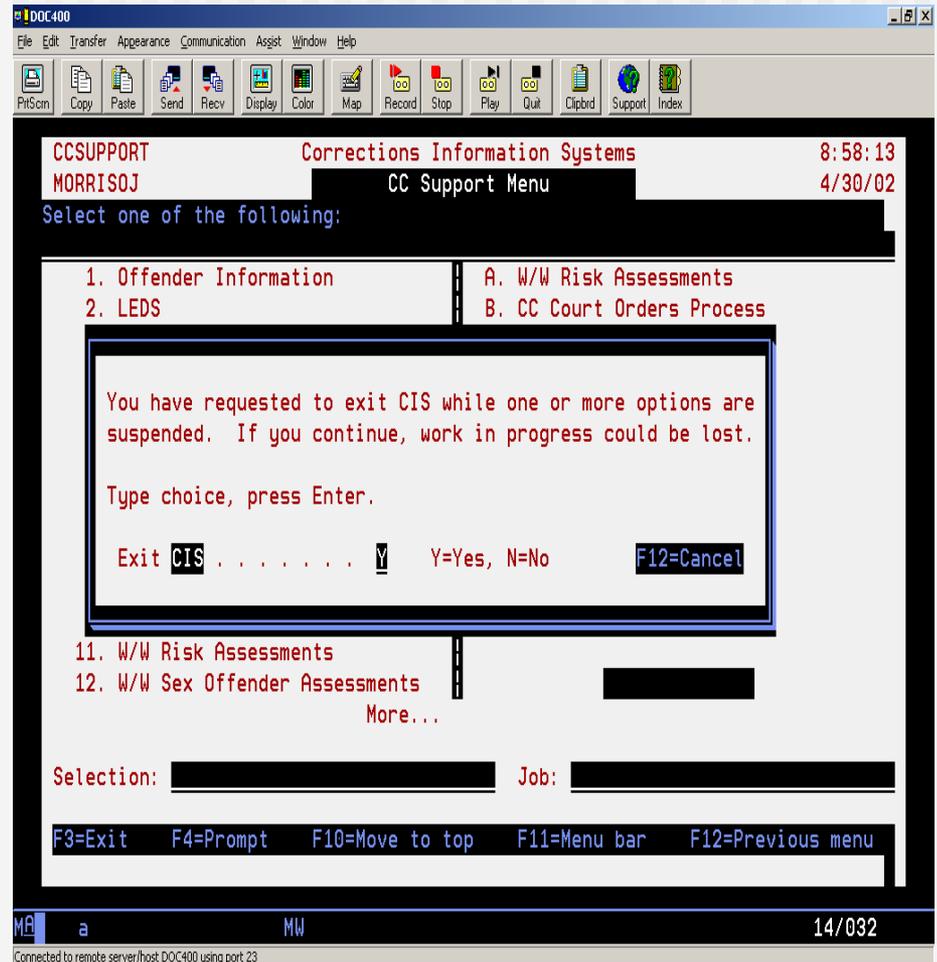
Standard Function Keys

- F24 (More keys)
- When displayed this indicates there are additional function keys for the program; press F24 to show the additional keys
- A PC keyboard only has 12 function keys
- For Function keys F13 to F24, holding down the shift key will add 12 to the Function key number (F1 becomes F13, F2 becomes F14 etc)



Signing Off of The DOC400

- When you have finished using the DOC400, return to your main menu and press F3 (Exit)
- You can also sign off by typing 90 on the Selection line and pressing Enter (Option 90 is the sign off option on the menu)



This Presentation Created By

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