

Copying Procedures Between Libraries

Contents

Copying Procedures to Departmental Library from Personal Library.....	1
Copying Procedures to Personal Library from Departmental Library.....	1
Copying Procedures to Personal Library from the Common Library	1
Copying Procedures to Departmental Library from the Common Library	2

Copying Procedures to Departmental Library from Personal Library

1. In your personal library (PERSONAL FOCEXEC PROCESSING PANEL), press F6 for the MIRS Options Selection Menu.
2. Type the number '7' for SWITCH TO DEPARTMENT FOCEXEC PANEL and press enter. You are now in your departmental library (DEPARTMENT FOCEXEC PROCESSING PANEL).
3. Press F6 for the MIRS Options Selection Menu.
4. Type the number '6' for COPY/BROWSE PERSONAL FOCEXEC and press enter.
5. Place your cursor to the left of the procedure you want to copy.
6. Press enter.
7. Press F3.
8. Enter a new name for the procedure or leave blank to keep the original name.
9. Press enter.
10. F3 back to your departmental library.
11. Press F9 to refresh your library. The procedure will not appear until you refresh your library.

Copying Procedures to Personal Library from Departmental Library

1. In your personal library (PERSONAL FOCEXEC PROCESSING PANEL), press F6 for the MIRS Options Selection Menu.
2. Type the number '6' for COPY/BROWSE DEPARTMENT FOCEXEC and press enter.
3. Place your cursor to the left of the procedure you want to copy.
4. Press enter.
5. Press F3.
6. Enter a new name for the procedure or leave blank to keep the original name.
7. Press enter.
8. F3 back to your personal library.
9. Press F9 to refresh your library. The procedure will not appear until you refresh your library.

Copying Procedures to Personal Library from the Common Library

1. In your personal library (PERSONAL FOCEXEC PROCESSING PANEL), press F6 for the MIRS Options Selection Menu.
2. Type the number '2' for COPY/BROWSE COMMON FOCEXEC and press enter.
3. Place your cursor to the left of the procedure you want to copy.
4. Press enter.
5. Press F3.

Copying Procedures Between Libraries

6. Enter a new name for the procedure or leave blank to keep the original name.
7. Press enter.
8. F3 back to your personal library.
9. Press F9 to refresh your library. The procedure will not appear until you refresh your library.

Copying Procedures to Departmental Library from the Common Library

1. In your personal library (PERSONAL FOCEXEC PROCESSING PANEL), press F6 for the MIRS Options Selection Menu.
2. Type the number '7' for SWITCH TO DEPARTMENT FOCEXEC PANEL and press enter. You are now in your departmental library (DEPARTMENT FOCEXEC PROCESSING PANEL).
3. Press F6 for the MIRS Options Selection Menu.
4. Type the number '2' for COPY/BROWSE COMMON FOCEXECES and press enter.
5. Place your cursor to the left of the procedure you want to copy.
6. Press enter.
7. Press F3.
8. Enter a new name for the procedure or leave blank to keep the original name.
9. Press enter.
10. F3 back to your departmental library.
11. Press F9 to refresh your library. The procedure will not appear until you refresh your library.