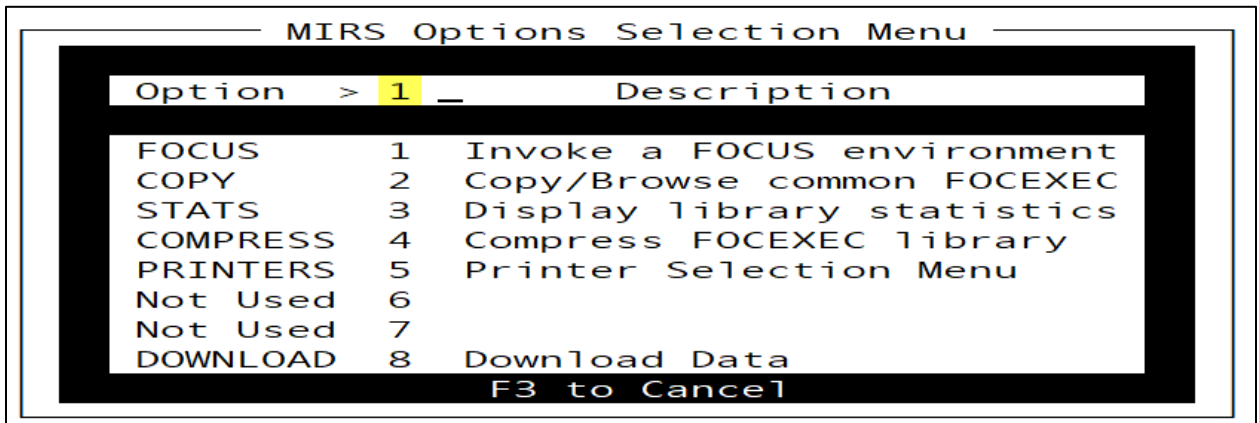


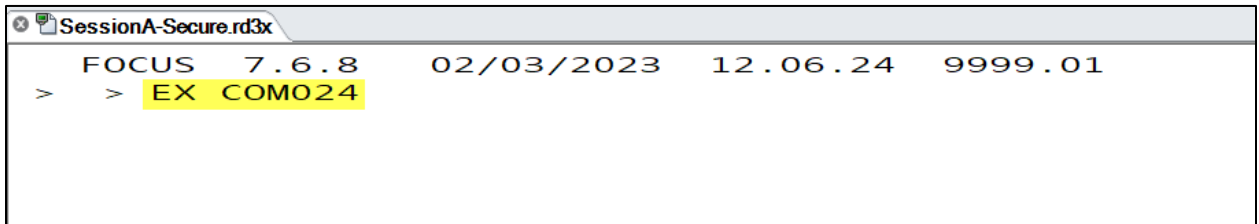
To Invoke the FOCUS Environment

Reports that have prompts can only be executed in the FOCUS Environment, however, all reports can be executed in the FOCUS Environment. For information on identifying if a report has a prompt, please see the details at the end of these instructions.

1. Log into your personal or departmental library in MIRS.
2. Press F6 for the MIRS Options Selection Menu.
3. Type in the number 1 for FOCUS and press Enter.

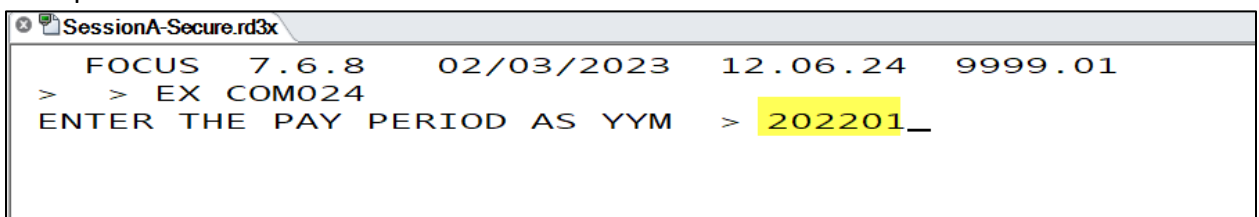


4. Enter "ex", space, and the procedure name (Example: EX COM024).



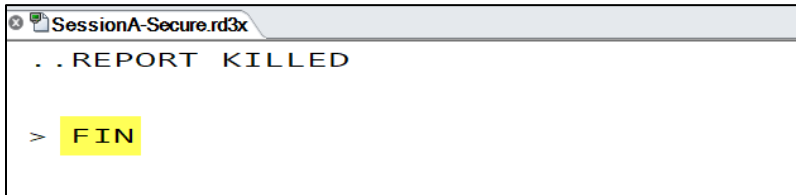
5. Press Enter.
6. If the report has a prompt, enter the requested values, and press Enter.

Example:



7. To exit the report (hotscreen), press F3.

8. Type "FIN" and press Enter two times.



How to identify if a report has a prompt

1. Option 1: Look for references to prompts in the description of the procedure:
 - a. From your personal or departmental library, enter the letter "E" next to the report, press Enter.
 - b. You are now in the procedure of the report.
 - c. Look for one of these descriptions at the top:
 - i. Follow the Common Library Flowchart for instructions on executing this report. When executing, the system will prompt you:
 - ii. INVOKE THE FOCUS ENVIRONMENT TO EXECUTE THIS REPORT. THE SYSTEM WILL PROMPT YOU:
 - d. Refer to the examples in the description for entering values at the prompt once you are in FOCUS.
2. Option 2: Execute the report with the "X" command and look for the error message:
 - a. From your personal or departmental library, enter the letter "X" next to the report, press Enter.
 - b. Look for the following error message:
 - i. (FOC295) A VALUE IS MISSING FOR: &FIELDNAME
 - c. FIELDNAME can be any fieldname.
 - d. When fieldnames have the ampersand in front of them, they create prompts, therefore, you will receive the above error message if the report is not executed in FOCUS.
 - e. If you receive the error message above (for any fieldname), the report can only be executed in the FOCUS environment.