

GETTING STARTED WITH MAISD CIMS STUDENT SYSTEM

SIGNING IN AND SIGNING OUT—

Each user is provided with a unique username and password into the MAISD AS/400 system and is responsible for keeping that information secure. When signing onto the system for the first time, you will generally be told that your password is expired and you will be prompted to save it. Passwords need to be a minimum of six characters, one of them being a number, and the number cannot be in the first position. Passwords expire after 45 days and your account will be disabled if you try to sign in with an incorrect password three times.

To properly sign out of the AS/400 you should return your screen to the initial sign on screen prior to closing the window. Do this by typing in 90 on a CIMS Menu Line. Depending on the programs you can access at MAISD, you may also need to press an F3 to return to the sign on screen. This ensures that your connection has been terminated.

KEYBOARD MOVEMENT KEYS—

An underscore _ or block cursor shows the location on the screen. The cursor moves ahead one space for every character typed.

Each screen in CIMS contains information in areas known as fields. A field may show information for review or it may present a place for information to be entered. Cursor movement keys can be used to position the cursor within a field or to a different field on the screen. If a field contains a default value, the system will use that value if it is skipped over and nothing else is typed there.

Users can move the cursor into areas of the screen that are not defined fields. An error symbol will show in the very lower left of the screen if you try to type in these protected areas. If this occurs, press the *Left Control* key to RESET your keyboard and continue working.

ENTER—

The *Enter* key will transmit the information to the system after you have completed the fields on the screen. Information on the screen is not recorded in the file until the Enter key has been pressed.

ARROW KEYS—

The *Arrow* keys move the cursor one space for each time the key is pressed in the direction indicated by the key. If the key is held down, the cursor will move continuously in that direction.

BACKSPACE—

The *Backspace* key moves the cursor from right to left one space at a time.

FIELD EXIT—

The + sign on the numeric keypad is called a *Field Exit* key. Pressing this key while in a field will erase all data in that field to the right of the cursor location. This is helpful for blanking out remaining data or entire fields. Use caution with this key to avoid erasing defaults on the screen.

NEWLINE—

Pressing the *Shift* key and the *Enter* key simultaneously will move to the next line on the screen without erasing any information. This is similar to the *Tab* key but moves the cursor down line-by-line rather than from left to right.

PAGE UP/PAGE DOWN—

These keys move forward or backward between screens. Not all screens allow this movement but if a + sign is displayed in the lower right of the screen, it means there is more than one screen to be displayed and these keys will work.

SPACE BAR—

The *Space Bar* functions as normal and moves the cursor one space at a time. If held down, the cursor will move continuously.

TAB—

Using the *Tab* key will advance to the next field on the screen. Pressing *Shift* and *Tab* together will move backward one field at a time. The *Tab* key does not erase any information and is a safer alternative than using *Field Exit* when moving from field to field.

FUNCTION KEYS—

A Function key is used to perform a specific operation. If your keyboard has only 12 Function keys, you access the *F13 – F24* keys by pressing the *Shift* key at the same time as a *Function* key. Examples:

- F13 = Shift / F1
- F14 = Shift / F2
- F23 = Shift / F11
- F24 = Shift / F12

F1 HELP—

Pressing this key will show general help text from anywhere in the CIMS program. If you need help on a screen in general, place your cursor in the heading area before pressing *F1*. If you would like information on a specific field, you can press *F1* with your cursor being located in that field. While in the help screens, a + sign in the lower right means there are multiple pages and the *PageUp/PageDown* keys will maneuver you through those screens. Some help screens have a function listed to print the entire text.

F3 EXIT—

Pressing the *F3* key will end a program and return you to a menu. The *F3* key may also be used to end a particular function.

F4 FIELD LEVEL INDEX—

Many screens in CIMS have tables of valid values in the background that users don't generally have access to. If a particular field is shown in the color blue, you may view a listing of valid values for that field by pressing *F4*. Once in that display window, you can use your *PageUp/PageDown* keys to scroll through the listing. You may also jump to a position in the listing by typing in a few numbers or letters in the *Position To:* area at the top of the window. If you place your cursor on the same line as the item you want to select and press *Enter*, that value will be placed in the field of the screen.

F5 RESET—

If the data on the screen is inadvertently changed or deleted the *F5* will restore the fields to their previous values if PRESSED BEFORE YOU PRESS ENTER. This key does not differentiate between new values that were entered on the screen or those you may want to replace.

F12 CANCEL—

The *F12* key will cancel a program or screen without continuing the processing. Depending on where you are when you press *F12* you may be prompted to choose what you would like to cancel.

COMMANDS—

Many screens in CIMS will allow different actions to be performed on records. Depending on the security access you have been granted by your district, you may see any of the following choices as a command:

- **A Add** Enters new information into the system.
- **C Change** Changes information already on the system.
- **D Delete** Removes information from the system.
- **L Lookup** Displays information on the screen.
- **E End** Ends a program and returns the user to the menu.
- **I Index** Shows a list of records in the file. Many times you can select from multiple items to do an index by.
- **Auto Next Record?** Allows you to execute the same command on multiple records. To stop using this command, type Y in the *Cancel?* field at the bottom of the screen and press *Enter*.