"CICS" MAINFRAME SCREENS

INTRODUCTION . . .

CICS (**C**ustomer **I**nformation **C**ontrol **S**ystem) is the command used to access many systems and screens within the school district via the Mainframe Network screen indicated below. As this screen is accessed differently from various locations, seek direction from another employee at your site or call the User Support Center at PX48940. Once the below screen has been successfully accessed, continue as directed on page 2.

```
0              THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

    FOR ASSISTANCE, CALL THE USER SUPPORT CENTER AT PX# 48940 OR 434-8940
           YOUR MAINFRAME NETWORK ID FOR THIS SESSION IS PBG123

        ENTER A SELECTION FROM THE MENU BELOW AND PRESS THE ENTER KEY


              COMMAND    APPLICATION YOU WANT TO ACCESS
              -------    -----------------------------
              CICS       ALL CICS ONLINE APPLICATIONS


   ==>  cics     ◄
```

NOTE…If a Userid and Password have not yet been assigned, a Mainframe Access Form (available on OmniForm off the District's web site) must be completed, signed by the employee and principal/director. The form is sent via the PONY (interoffice mail) to Information Technology (IT) Security Administrator, FHESC Suite B332.

Once the user has signed onto CICS with the proper security, the below systems/screens can be accessed without signing completely off the system. Press the clear key (usually the pause/break key) until the screen is blank. Key in the letter/number combinations indicated below to access the desired system/screen.

	SAMPLES of Systems/Screens to Access ► ► ► ► ►	Key In:
Consumer **I**nformation **C**ontrol **S**ystem	**CHIPS** (**C**omprehensive **H**uman Resource **I**nformation and **P**ayroll **S**ystem)	**PE39**
	BUDGET SERVICES - Budget Inquiry Screen	**BA12**
	- Budget Amendment Screen	**BA42**
	TERMS (**T**otal **E**ducational **R**esource **M**anagement **S**ystems) - **Financial** Information Series	**F001**
	TERMS (**T**otal **E**ducational **R**esource **M**anagement **S**ystems) - **Student** Information Series	**T001**

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TO ACCESS THE SYSTEM . . .

Screen 1: To sign onto CICS, key in **cics** and press enter.

```
0                 THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

      FOR ASSISTANCE, CALL THE USER SUPPORT CENTER AT PX# 48940 OR 434-8940
               YOUR MAINFRAME NETWORK ID FOR THIS SESSION IS PBG123

          ENTER A SELECTION FROM THE MENU BELOW AND PRESS THE ENTER KEY

                    COMMAND     APPLICATION YOU WANT TO ACCESS
                    -------     -----------------------------
                    CICS        ALL CICS ONLINE APPLICATIONS


    ==>  cics      ◄
```

Screen 2: Press the **clear** key (usually pause/break key) to exit this screen.

```
WELCOME TO CICS/TS 1.3.0 PROD CICPTOR  13:10:57

                 ******\  ******\  ******\   ******\
                 ********\ ******\ ********\ ********\
                 **\\\\**\   **\\\ **\\\\**\ **\\\\**\
                 **\    \\   **\   **\   \\ **\    \\
                 **\         **\   **\      *******\
                 **\         **\   **\      *******\
                 **\         **\   **\       \\\\**\
                 **\   **\   **\   **\   **\ **\   **\
                 ********\ ******\ ********\ ********\
                  ******\\ ******\  ******\\  ******\\
                   \\\\\\   \\\\\\   \\\\\\    \\\\\\ TM
```

Screen 3: This screen is totally blank. Key in **cesn** and press enter.

```
cesn        ◄



```

"CICS" MAINFRAME SCREENS

Screen 4: Key in <mark>**your**</mark> Userid and press enter. Key in <mark>**your**</mark> Password, which will not be visible, and press enter.

```
                        Signon to CICS                    APPLID CICSPRDT

 WELCOME TO CICS/TS 1.3.0 PROD CICPTOR

 Type your userid and password, then press ENTER:
           Userid . . . .  _____   ◄        Groupid . . .

           Password . . .  _      _   ◄
           Language . . .
     New Password . . .


 DFHCE3520 Please type your userid.
 F3=Exit
```

Screen 5: From this screen the user can access many different systems/screens by keying in the required access letter/number combinations as indicated in the introduction. As this is a sample of accessing the CHIPS system, key in <mark>**PE39**</mark> and press enter.

```
 PE39              ◄



 DFHCE3549 Sign-on is complete (Language ENU).
```

Screen 6: The <mark>highlighted</mark> menus can be accessed by most school/department principals/directors and their confidential secretaries. Key in the selection number and press enter.

```
AMN90PBX      ***** School District of Palm Beach County *****      AMN90MX1
Mar 14,04          CHIPS    C.H.I.P.S. Main Menu                    03:24 PM


Sel   Menu/Command                Title                    Type      Message
----  -----------   ----------------------------------   -------   ----------
 01    HUMANRES     Human Resource Functions              Menu     **********
 02    PAYROLL      Payroll Functions                     Menu     **********
 03    BENEFITS     Benefits Administration               Menu     **********
 04    CHIPSADM     C.H.I.P.S. Administration             Menu     **********
 05    CHARTER      Charter Schools Menu                  Menu     **********
 06    ESERPTS      ESE Reports                           Menu     **********
 07    BUDGET       Budget Functions                      Menu     **********
 08    ADULTED      Adult Ed Functions                    Menu     **********
 09    APPTRACK     Applicant Tracking System             Menu     **********
 10    MAINTRPT     Maint & Plant Operations              Menu     **********
 11    SECONDED     SECONDARY ED FUNCTIONS                Menu     **********
 12    SDHRMD       STAFF DEVELOPMENT                     Menu     **********
 01  ◄--Selection    This Menu --> CHIPS___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help      Exit                      bkwrd frwrd                quit
```

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Screen 7: The **Human Resource Functions** Menu has been accessed using the selection number.

```
AMN90PBX        *****  School District of Palm Beach County *****        AMN90MX1
Mar 14,04              HUMANRES   Human Resource Functions               04:07 PM
Sel   Menu/Command                 Title                      Type      Message
----  ------------   --------------------------------       -------   ----------
 01    STFPLCMT      Staff Placement                        Menu      **********
 02    EMPINFO       Employee Information                   Menu      **********
 03    POSCTL        Employee Position Control              Menu      **********
 04    EMPMGMT       Employee Leave Management              Menu      **********
 05    SALADMIN      Salary Administration                  Menu      **********
 06    EMPDEVEL      Employee Development                   Menu      **********
 07    PERSRPTS      Personnel Reports                      Menu      **********
 08    SALSUPP       Salary Supplements                     Menu      **********
 09    AGENDA        Agenda Menus                           Menu      **********
                        *** End of Data ***
 __  <-- Selection   This Menu -->  HUMANRES

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help       Exit                      bkwrd frwrd                   quit
```

Once in PE39, any CHIPS screen can be accessed by either . . .

- keying in the **selection number** indicated along the left side of the particular menu displayed on the screen; i.e., **01** (Human Resource Functions) and pressing enter OR
- keying in the specific **COMMAND** (letters indicated to the left of the screen's title); i.e., **EMPVAC** (Create Vacancy screen) on the "Direct Command" line at the bottom of the screen, if there is one, and pressing enter.

Screen 8: Sample of using the **COMMAND letters** on the Direct Command line.

```
AMN90PBX        *****  School District of Palm Beach County *****        AMN90MX1
 Mar 14,04              HUMANRES   Human Resource Functions               04:07 PM
Sel   Menu/Command                 Title                      Type      Message
----  ------------   --------------------------------       -------   ----------
 01    STFPLCMT      Staff Placement                        Menu      **********
 02    EMPINFO       Employee Information                   Menu      **********
 03    POSCTL        Employee Position Control              Menu      **********
 04    EMPMGMT       Employee Leave Management              Menu      **********
 05    SALADMIN      Salary Administration                  Menu      **********
 06    EMPDEVEL      Employee Development                   Menu      **********
 07    PERSRPTS      Personnel Reports                      Menu      **********
 08    SALSUPP       Salary Supplements                     Menu      **********
 09    AGENDA        Agenda Menus                           Menu      **********
                        *** End of Data ***
  __  <-- Selection   This Menu -->  HUMANRES


Direct Command: empvac_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help       Exit                      bkwrd frwrd                   quit
```

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Screen 9: The <mark>Create Vacancy</mark> screen has been accessed using the <mark>COMMAND letters</mark>. NOTE: This screen does <u>not</u> have a "Direct Command" line on it.

```
               P B C S D  -  C. H. I. P. S. - CHIPS          HPE020M1
  HPE020P1                EMPVAC - Create Vacancy

 *Ssn:  ___ __ ____          Name:

  Position Ctl#:          Vacancy#:          Duty Days:       Hours:

  Work Location:

  Job Code:        Title:



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 enter help  BrVac retrn Vac   Updt  Cert                   Jobs
 Enter Employee SSN and press Enter or press Help for Name Search
```

At the bottom of the CHIPS screens, the following PF key selection is displayed:

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help         retrn main              bkwrd frwrd         left  right quit
```

The "PF#" indicator relates to the <mark>"F#"</mark> keys on your keyboard.   Throughout CHIPS the following keys are on most screens:

<mark>**PF1 – help:**</mark> If there is an asterisk <mark>(*)</mark> to the left of the field's description, pressing F1 with the cursor in that field, brings up field level HELP for this item.

<mark>**PF3 – retrn:**</mark> Return to the previous screen.

<mark>**PF7 –bkwrd:**</mark> Scrolls backward within the titled screen, displaying any additional information.

<mark>**PF8 – frwrd:**</mark> Scrolls forward within the titled screen, displaying any additional information.

<mark>**PF10 – left:**</mark> Scrolls to the left within the titled screen, displaying any additional information.

<mark>**PF11 –right:**</mark> Scrolls to the right within the titled screen, displaying any additional information.

<mark>**PF12– quit:**</mark> Exit from CHIPS