

# **Automated Coach Operators Reporting System (ACORS)**

**User Guide**

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## Navigation Hints

The following describes navigating through the Automated Coach Operators Reporting System (ACORS). These are the basic keys, but they may not all appear on all screens. Press the keys shown on the screen or menu.



**Note:** On most keyboards, F16 is accessed by holding down the Shift key plus the F4 key.

Based on your security permissions with your login ID, ACORS provides the following actions:

### Displaying records

Do one of the following to display records, usually F4:

- To display multiple records, select a menu option, and then press a function (F) key to access a blank ACORS record.
  - Press **Enter** to access the first record.
  - Press **Enter** to scroll through all records.
- To display one or more selected records, type search criteria in any combination of fields.
  - Press **Enter**.
  - Once multiple records appear, press **Enter** to scroll through all records.
- Usually, **F6** allows you to back track through data on a screen.

### Adding records



**Note:** For security purposes, some functions (such as master files or scheduled runs) do not allow you to add records.

- Press **F1** (or the key on the menu for add) to open a record in the Add mode.
- When typing data into an ACORS window, press **Tab** to move from one field to another field.
- Press **Enter** to add a record.
- Press **F1** to exit without saving.

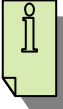
### Changing records

- Press **F2** to open a record in Change mode.
- Press **Tab** to the field to change.
- Type new data over old data or press the Spacebar to clear field data.
- Press **Enter** to save the new data.
- Following the instructions onscreen to exit specific functions.

- Press **F6** to confirm the change.

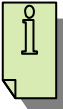
### Deleting records

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**Important:** Deleted records cannot be retrieved.

- Display the record to remove.
- If the correct record displays, press **F2** or follow the prompt on the screen.
- If a menu does not have a delete function, press **F3**.



**Note:** If a record is locked by another user, the program waits until the record is unlocked. If not, contact the IS Help Desk.

The following is a high level diagram of Shake-up activities for Scheduling. See the following sections for procedures.

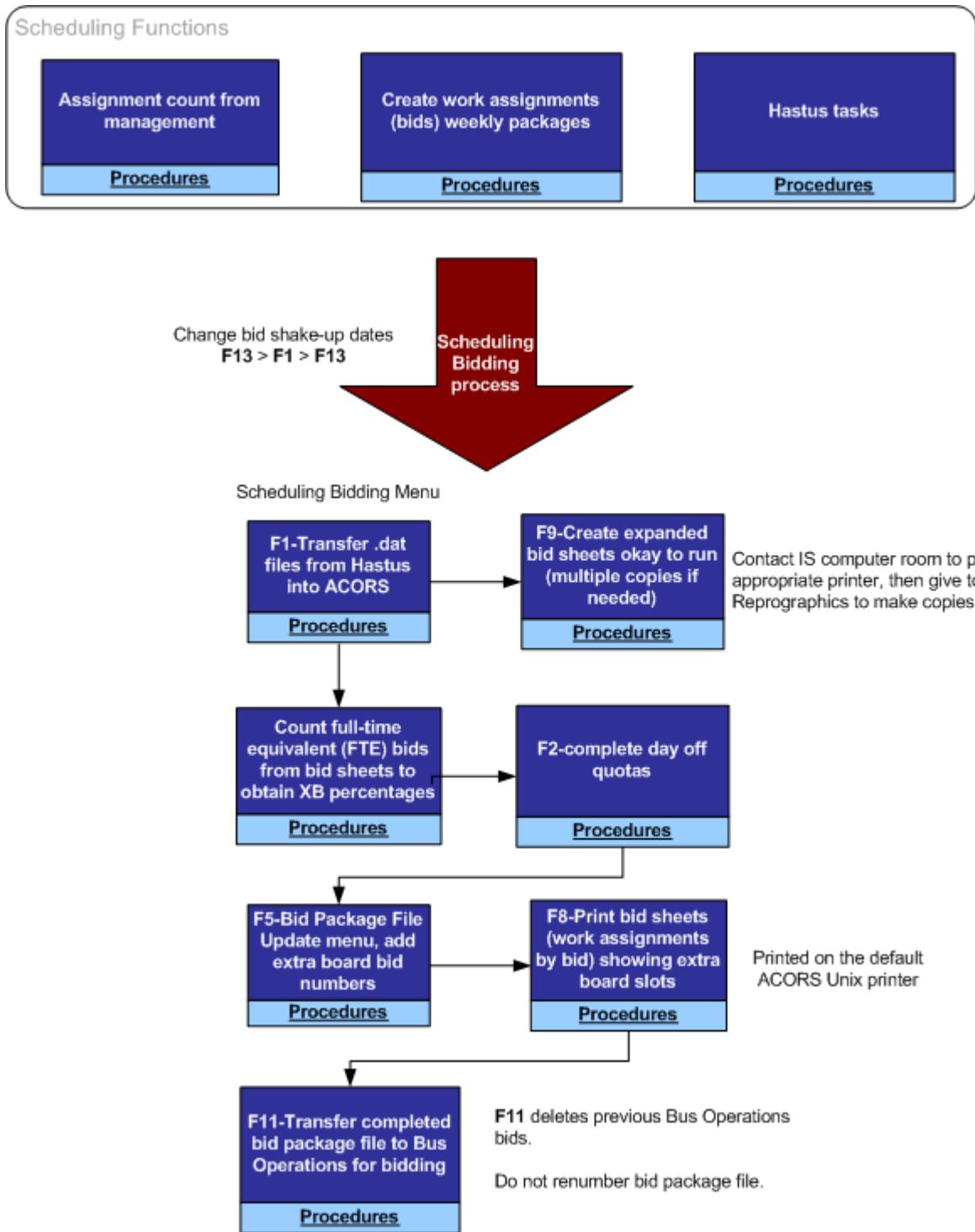


Figure 1-Scheduling Shake-up Process