

Your CIS (Corrections Information System) adventure begins here!

If you've never worked with this system before and are now wondering what you have gotten yourself into, don't panic and take a deep breath. While the field of corrections and this computer system are ever changing, the support system you have through this manual and your SOON (Statewide Office Operations Network) Reps is consistent. The Reps are more than happy to assist you by answering your questions, offering advice or by simply lending an ear when you feel frustrated or overwhelmed.

Learning how to do this job correctly is an enormous challenge and an accomplishment to be proud of. This manual has been designed to assist you in entering, modifying, and transferring offender data within CIS (also referred to as DOC400). You will find print screens with detailed directions and quick reference checklists to help ensure you've completed a specific task in its entirety.

You will also notice that there is more than one way to navigate through the system. Either by utilizing shortcuts located within the Menu Bar at the top of the screen (found by pressing F11) or by selecting an option from the main menu and pressing enter to go through the screens one by one until you've reached the desired screen. This manual uses the steps that appear within the main menu.

As you now begin to navigate through the corrections and CIS world, remember that you are not alone. Here are some tips to keep in mind that may help you on your journey:

1. Read the screen and don't rush your entry work. Quality trumps quantity here.
2. Read the manual and use the quick reference checklists.
3. If you can't find an answer to your question, contact a SOON Rep. Locate a Rep at http://www.oregon.gov/DOC/TRANS/CC/docs/pdf/community_corrections_directory.pdf
4. Take a deep breath and remember there is nothing you can do within the system that can't be undone!

Good Luck!

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