

## **MAINTAINING YOUR LIBRARY**

All modifications to the Departmental or Personal Library (i.e., edits and deletes) will permanently change and/or delete the reports.

### **Tips on Organizing a Departmental Library**

- Develop internal procedures for all Report Writers, for adding, modifying and deleting reports/defines within the Department Library.
- The reports, defines stored in the Department Library, should be those that all MIRS Report Writers need to access or share.
- MIRS Report Writers should be responsible for updating the reports they create and maintain in the Department Library.
- Each MIRS Report Writer should add his/her name to the comment statement (-\*) at the top of the report so that other Report Writers know who is maintaining it and who to contact with questions.

### **Tricks and Tools for Working with a Department Library**

- You can copy a Department Library report to your Personal Library to preserve the original report and allow for modifications as necessary.
- To identify who last modified a report, check the library statistics screen (F6, option #3). The person's userid will display in the right-hand column.
- One-time reports should be stored in your Personal Library, not the Department Library.
- Be aware of whether you are in your Personal Library or the Department Library by checking the name on the screen.
- When running reports, the MIRS will first read your Personal Library, then the Department and finally the Common Library (maintained by the SCO). If you have a report that is named the same in your Personal and Department Library, the MIRS will read and run the report stored in your Personal Library, not the Department Library.
- Periodic clean up of your reports in your library is necessary since space is limited.