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A. How to Use the Maintenance Menu

The TIS Maintenance Menu lists the different maintenance functions that may be performed within the TIS maintenance system. Within each maintenance function, options are available for adding, updating, and deleting data. Users with inquiry only access may view and print TIS information.

To select a maintenance function:

1. Type the number associated with the maintenance function in the blank provided and press ENTER (Figure A-1).
OR
2. Move the cursor to the menu line listing the maintenance function and press ENTER.
OR
3. Use the Menubar function key (F7) or the arrow keys to move the cursor to the "Go_To" menu item at the top of the screen and press ENTER; then move the cursor to the maintenance function on the list and press ENTER again.

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FIGURE A-1 SHOWS ONE METHOD OF SELECTING A FUNCTION FROM THE MAINTENANCE MENU:

Figure A-1 shows the selection of maintenance function #6 - Recent Equivalency Updates.

