

Date	Title	Chapter	Page
7-00	HOW TO USE HELP	IV	B.1

B. How to Use HELP

TIS provides three types of HELP functions to assist users with the various TIS maintenance functions and screens. These include General HELP, Screen HELP, and Field HELP. General HELP gives basic information about how the on-line maintenance system works. Screen HELP describes how to use a particular screen. Field HELP provides a user with a list of valid entries for a specific field ("List HELP"), where applicable, and with information describing the use of the specific field.

To access General HELP:

1. Move the cursor to the HELP selection on the Menubar at the top of the screen using the arrow keys or the F7 function key. Press ENTER to pull down the menu (Figure B-1).
2. Move the cursor to the desired menu option and press ENTER to select.

To access Screen HELP:

1. Move the cursor to a blank area on the screen, i.e. from outside any field data input areas, and press the F1 function key (Figure B-2).
- OR
2. Select the "Using this screen" option from the General HELP Menu, described above.

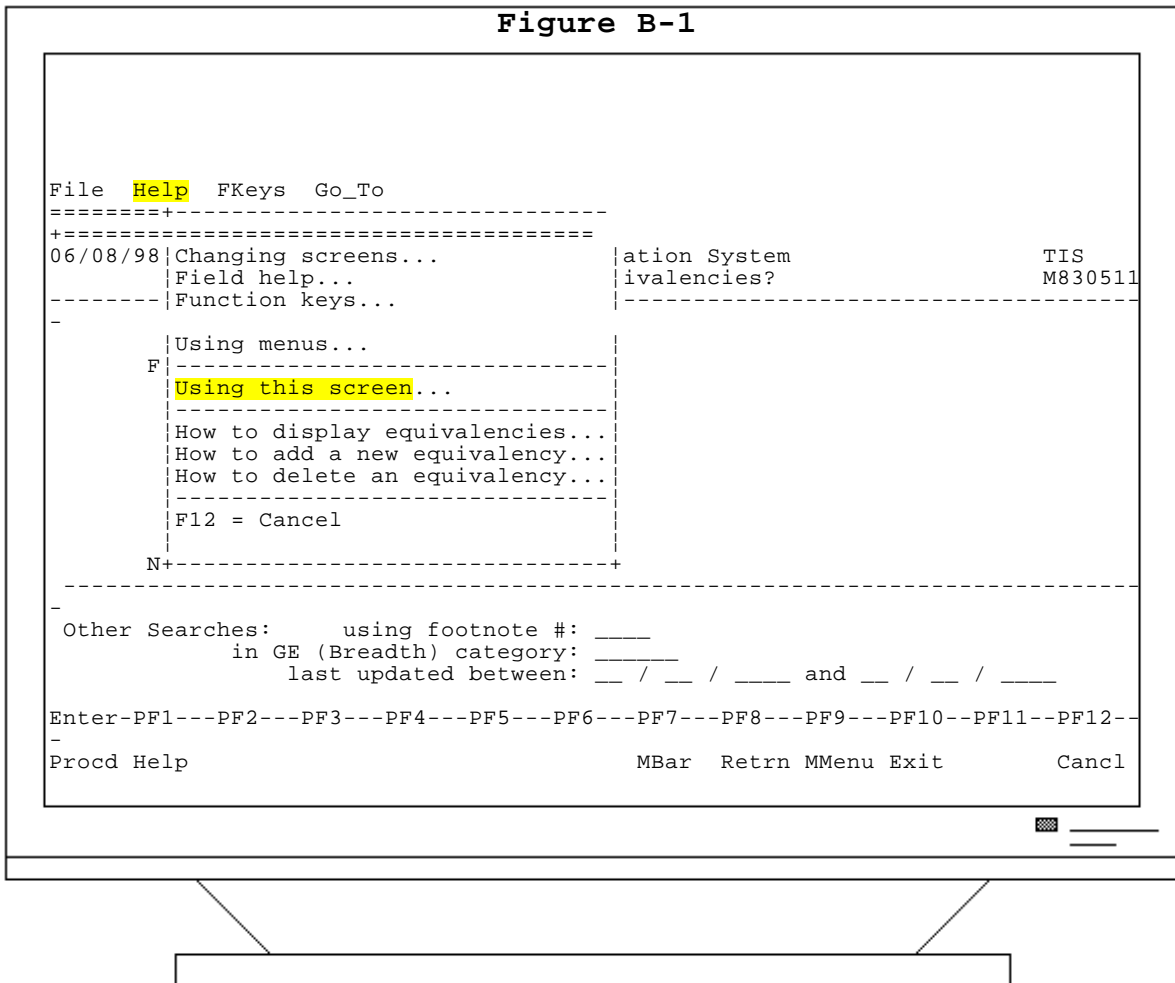
To access Field HELP:

1. Move the cursor to the data input area for the specified field and press the F1 function key. (Field HELP is also available for each option on the Maintenance Menu screen.)
2. In some cases, a list of valid entries for the field will appear (Figure B-3). Move the cursor to the item you wish to select and press ENTER or press F1 (HELP) again to view the textual description of the field (Figure B-4).
3. In other cases, when List HELP does not apply, the textual description of the field is returned (Figure B-4).

Date	Title	Chapter	Page
7-00	HOW TO USE HELP	IV	B.2

FIGURES B-1 THROUGH B-4 SHOW DIFFERENT USES OF THE HELP FUNCTION:

Figure B-1 shows an example of General HELP using the HELP selection on the Menubar.



Date	Title	Chapter	Page
7-00	HOW TO USE HELP	IV	B.5

Figure B-4 shows an example of the textual component of Field HELP for "From Department".

