

Working With Exits
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Working With Exits

Working With Exits Overview

A down arrow on a toolbar icon means that the tool offers special options, called "exits" in NIS terminology.

There are four kinds of exits:

- Row () , which lets you work with data in the desired record
- Tools () , which lets you customize your NIS settings
- Form () , which lets you revise data in other windows
- Report () , which lets you generate a more extensive array of your findings

Essentially, exits are used to navigate from a program or report window to another program or report window without having to trace a path through the menus. You can then use the selections you make in the target window to populate a field in the window from which you started.

Working With Exits Lesson

Procedure

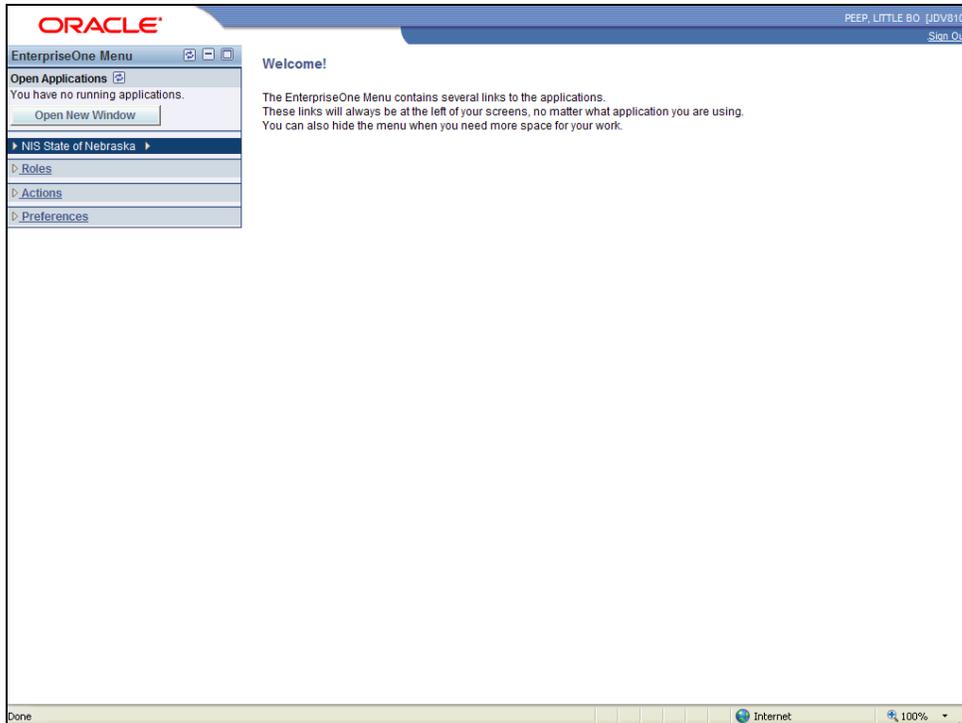
In this lesson you will learn some of the basics about exits such as:

- ~ Row Exit
- ~ Tools Exit
- ~ Form Exit

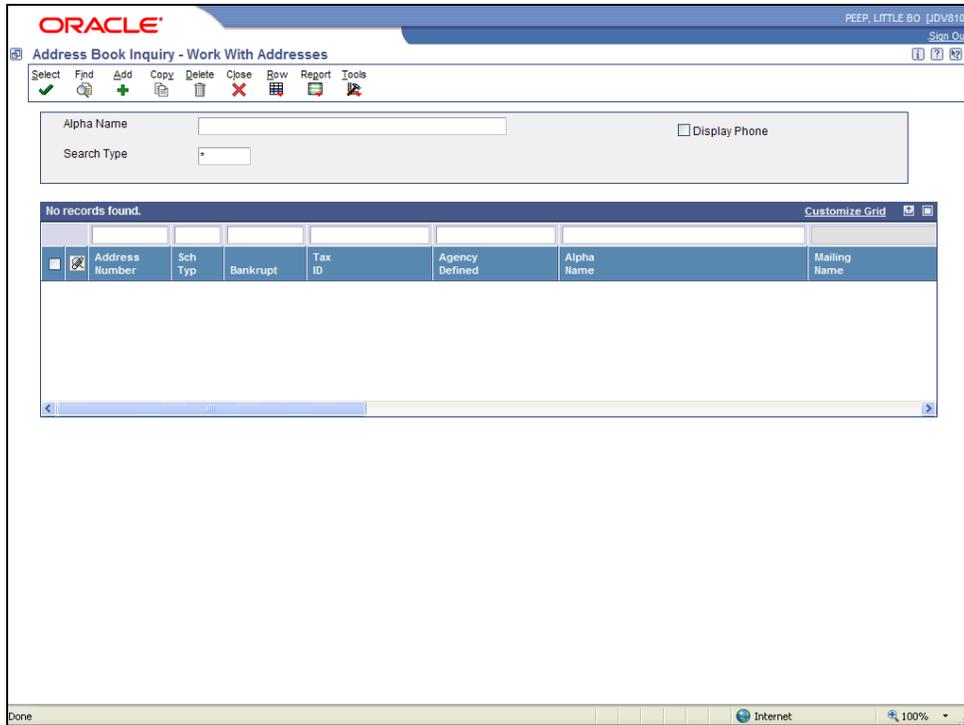
Step	Action
1.	Exits can be found in applications all through out NIS. In this exercise we will access them through the Address Book Inquiry screen.

Training Guide

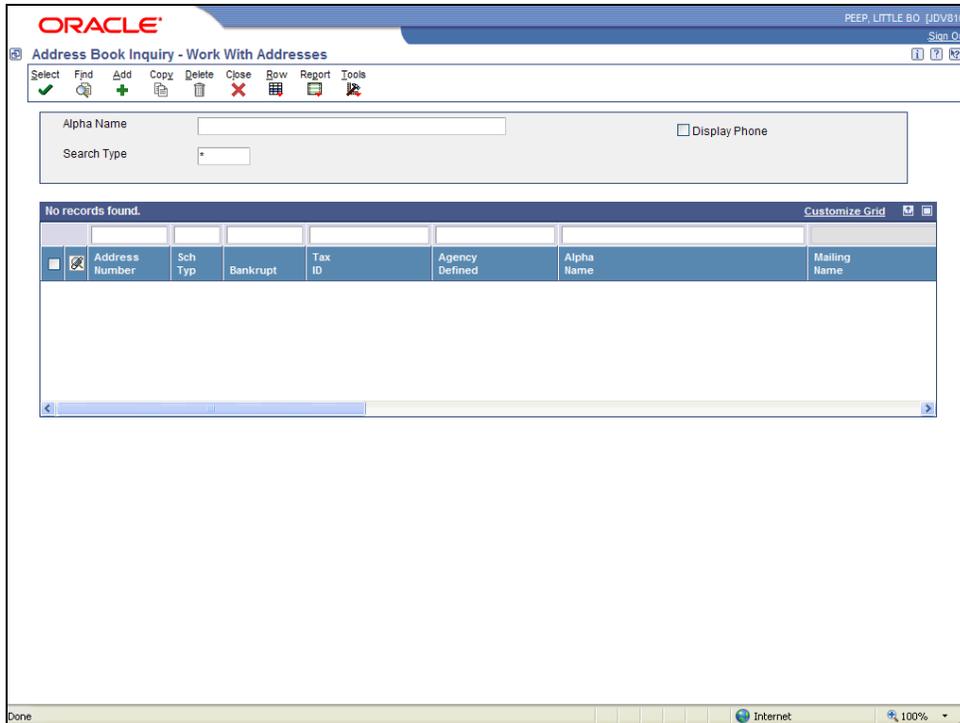
Working With Exits



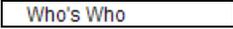
Step	Action
2.	Click the NIS State of Nebraska link. NIS State of Nebraska
3.	Click the Address Book link. Address Book
4.	Click the Address Book Inquiry link. Address Book Inquirin

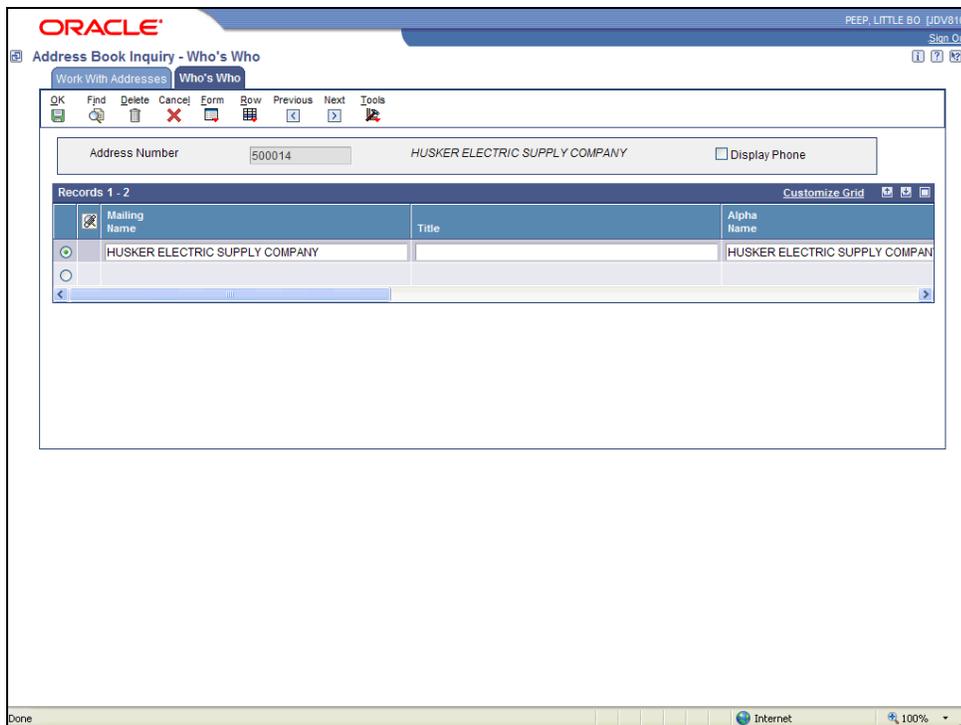


Step	Action
5.	Click in the Alpha Name field.



Step	Action
6.	Enter the desired information into the Alpha Name field. Enter a valid value e.g. "*husker*" .
7.	Click the Find (Ctrl+Alt+I) button. 
8.	The Row, Report, and Tools Exits can be found in the tool bar.
9.	Click the Row (Ctrl+Alt+R) button. 
10.	The Row Menu appears giving you additional options.
11.	Click the Report (Ctrl+Alt+P) button. 
12.	The Report Menu appears giving you additional options.
13.	Click the Tools (Ctrl+Alt+T) button. 
14.	The Tools Menu appears giving you additional options.
15.	In this next exercise we will use an option under the Row Exit. The purpose is to simply demonstrate how the Exits within NIS give you additional options.

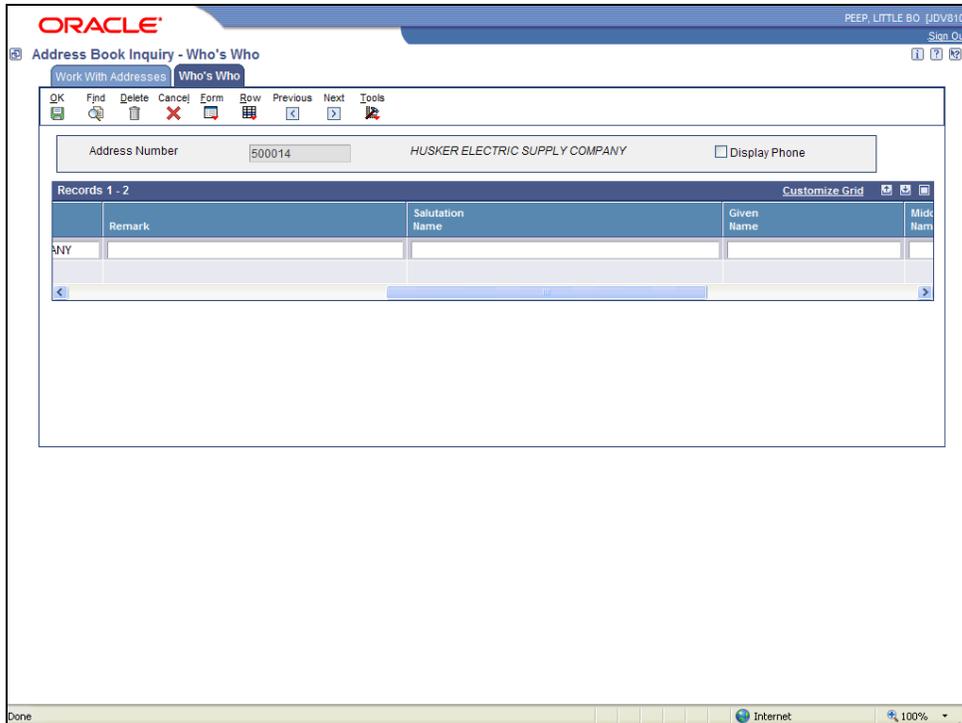
Step	Action
16.	Click the 500014 option. 
17.	Click the Row (Ctrl+Alt+R) button. 
18.	Click the Who's Who menu. 

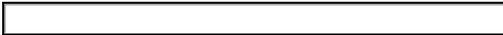


Step	Action
19.	To scroll to the right click in the open area of the scroll bar.

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Step	Action
20.	Click in the Remark field. 
21.	Enter the desired information into the Remark field. Enter " Special Mailing ".
22.	Press [Tab].
23.	Enter the desired information into the Salutation Name field. Enter " Dear Concerned Citizen ".
24.	Click the OK (Ctrl+Alt+O) button. 
25.	Click the Cancel (Ctrl+Alt+L) button. 
26.	In this next exercise you will use a Form Exit.

ORACLE
Address Book Inquiry - Work With Addresses

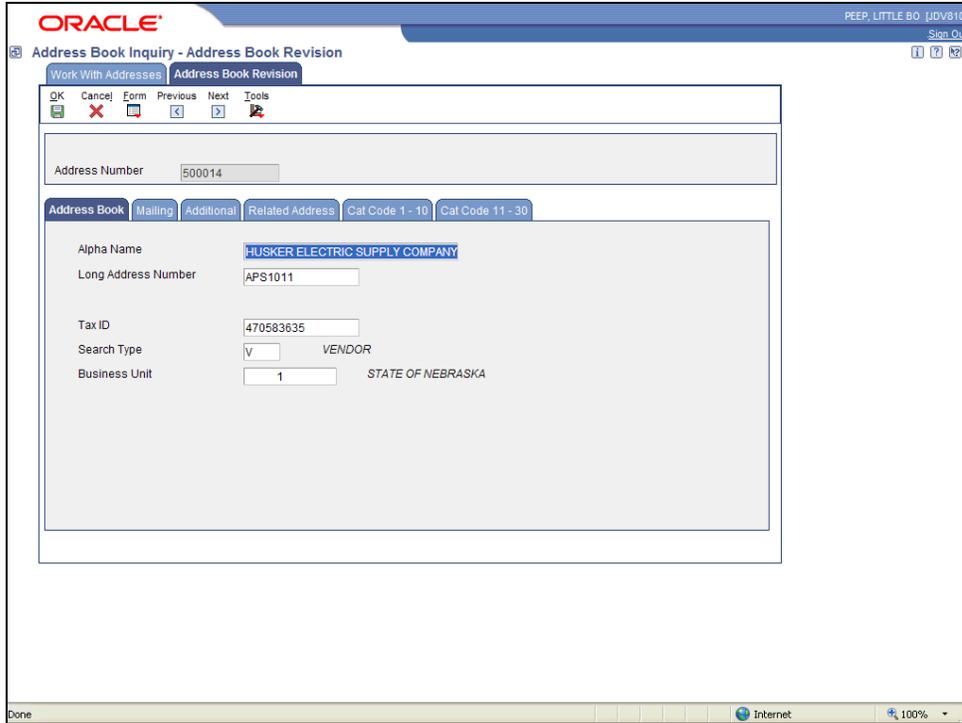
Alpha Name: *HUSKER* Display Phone
Search Type: *

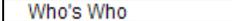
Address Number	Sch Typ	Bankrupt	Tax ID	Agency Defined	Alpha Name	Mailing Name
52510	FD		470491233		CORNHUSKER STATE INDUSTRIES	CORNHUSKER STATE
500008	V		470646696		CORNHUSKER PRINTING CO	CORNHUSKER PRINTI
500014	V		470583635		HUSKER ELECTRIC SUPPLY COMPANY	HUSKER ELECTRIC SU
500095	V		470604747		CORNHUSKER INTERNATIONAL TRUCKS L.	CORNHUSKER INTERN
500605	V		470147640		CORNHUSKER PRESS	CORNHUSKER PRESS
500640	V		470604747		CORNHUSKER INTL TRUCK	CORNHUSKER INTERN
500825	V		470636171		GRAHAM TIRE COMPANY, LINCOLN CORNH...	GRAHAM TIRE COMPAN
500864	V		481230195		HUSKER AUTO GROUP	HUSKER AUTO GROUP
501096	V		476491233		CORNHUSKER STATE INDUSTRIES	CORNHUSKER STATE
501421	V		470618568		HUSKER CHEMICAL SALES	HUSKER CHEMICAL SA

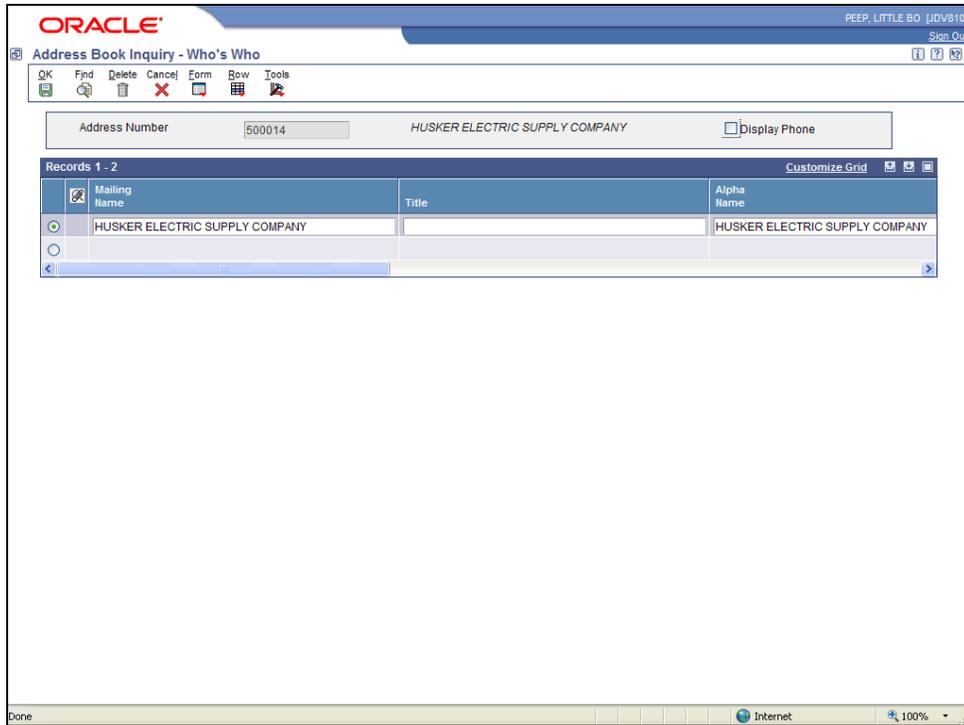
Step	Action
27.	Click the Select (Ctrl+Alt+S) button.

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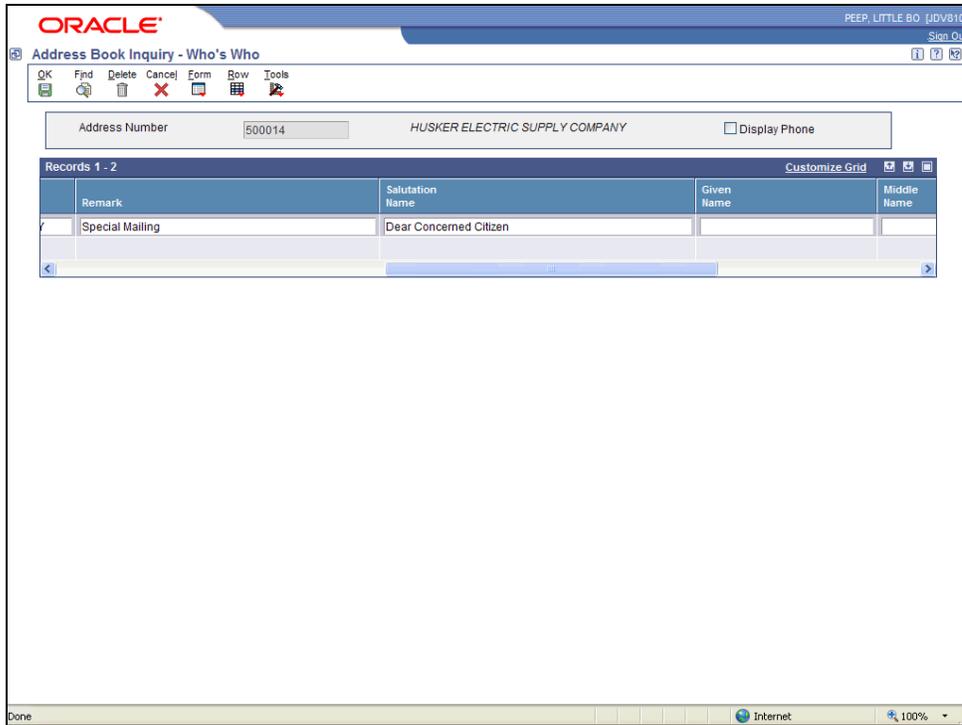
Step	Action
28.	Click the Form (Ctrl+Alt+F) button. 
29.	Click the Who's Who menu. 

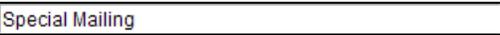


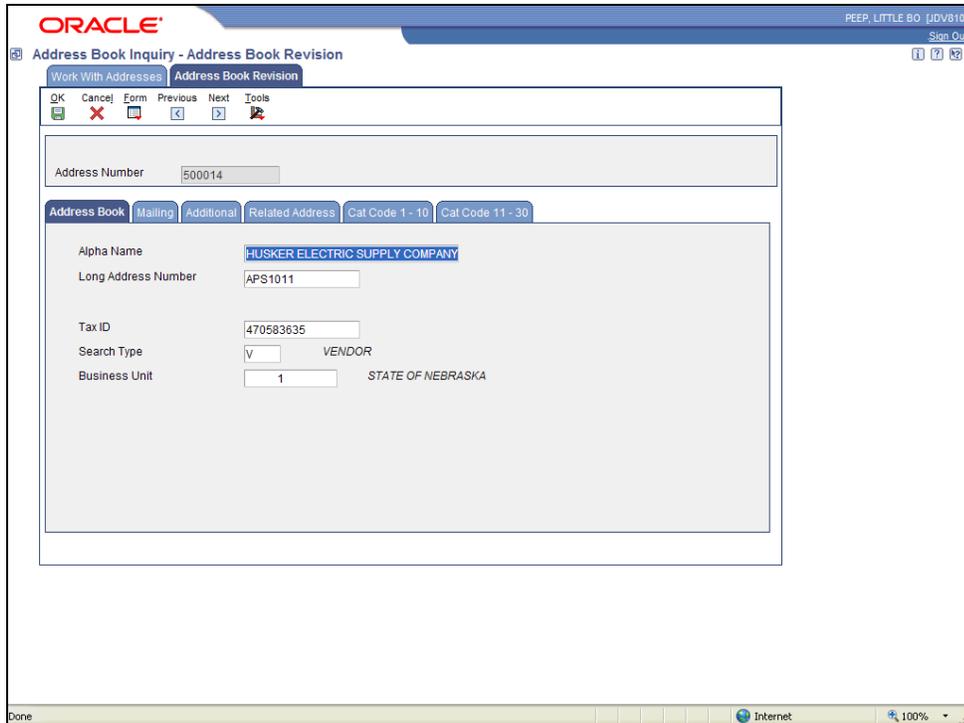
Step	Action
30.	To scroll to the right click in the open area of the scroll bar. Click the object.

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Working With Exits



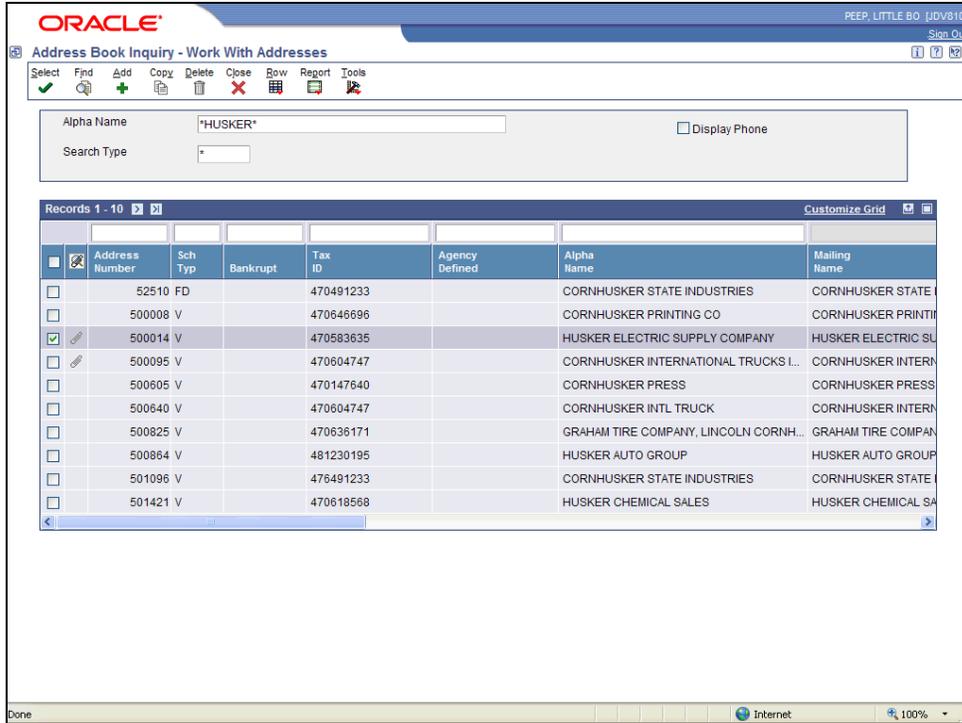
Step	Action
31.	Click in the Remark field. 
32.	Press [Delete] .
33.	Press [Tab] .
34.	Press [Delete] .
35.	Click the OK (Ctrl+Alt+O) button. 



Step	Action
36.	Click the Cancel (Ctrl+Alt+L) button. 

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Step	Action
37.	Click the Close (Ctrl+Alt+L) button.
38.	You have successfully completed this lesson. End of Procedure.