

## **Working With Program Windows**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

## Table of Contents

<b>Working With Program Windows .....</b>	<b>1</b>
<b>Working With Program Windows Overview .....</b>	<b>1</b>
<b>Working With Program Windows Lesson.....</b>	<b>1</b>



## Working With Program Windows

### Working With Program Windows Overview

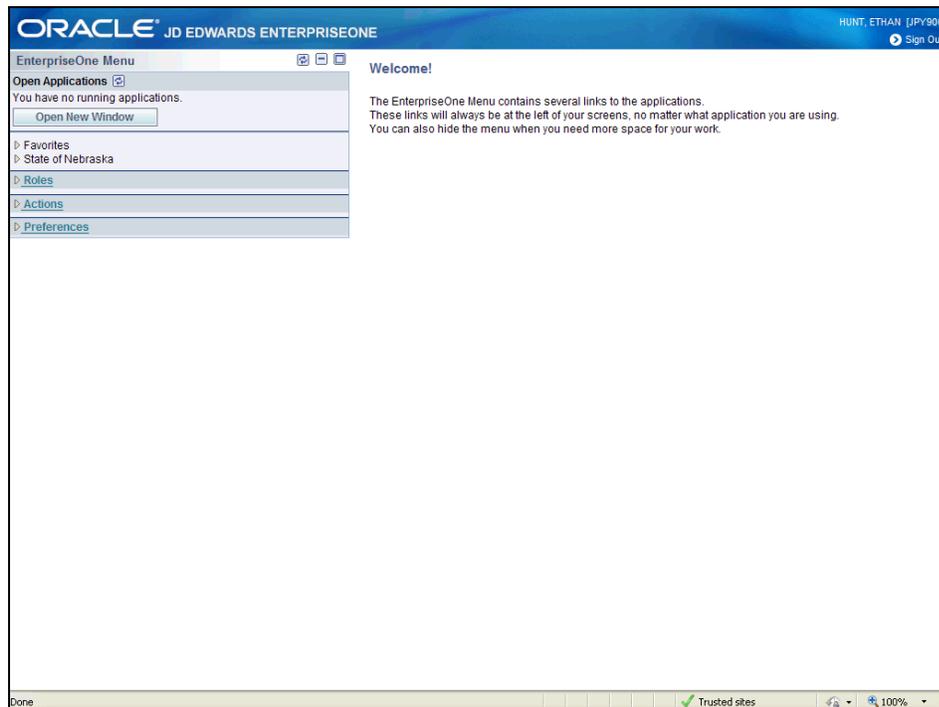
The system has many easy-to-use features to help you:

- Navigate within a window
- Control how data displays
- Review any errors
- Access program functions

### Working With Program Windows Lesson

#### Procedure

For these exercises we will be using the Address Book. The concepts covered in this lesson apply throughout the system.

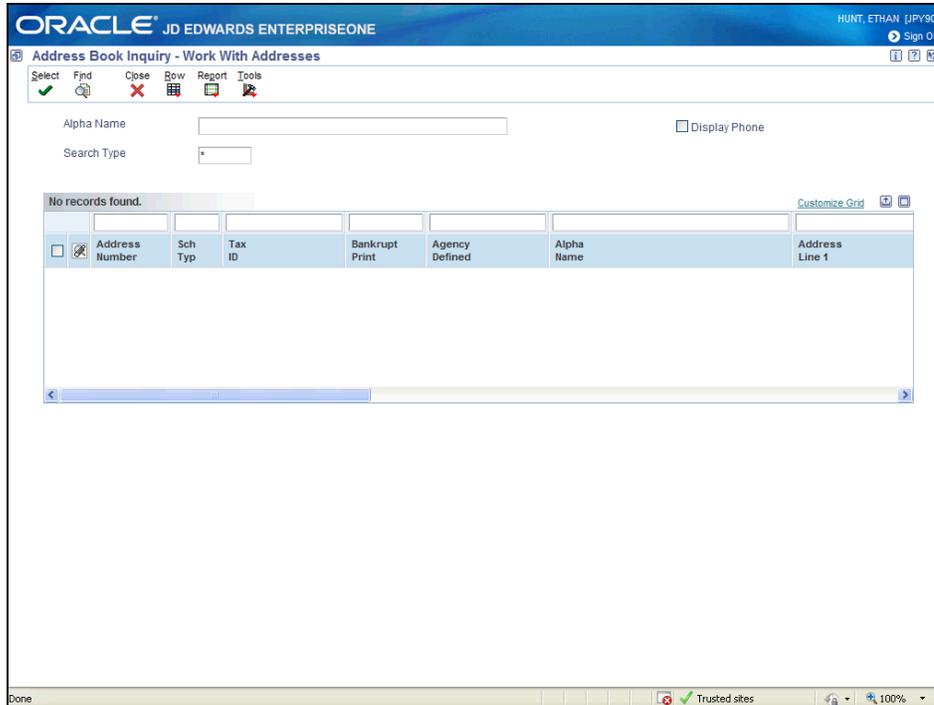


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Address Book</b> link. <a href="#">Address Book</a>
3.	Click the <b>Address Book Inquiry</b> link. <a href="#">Address Book Inquir</a>

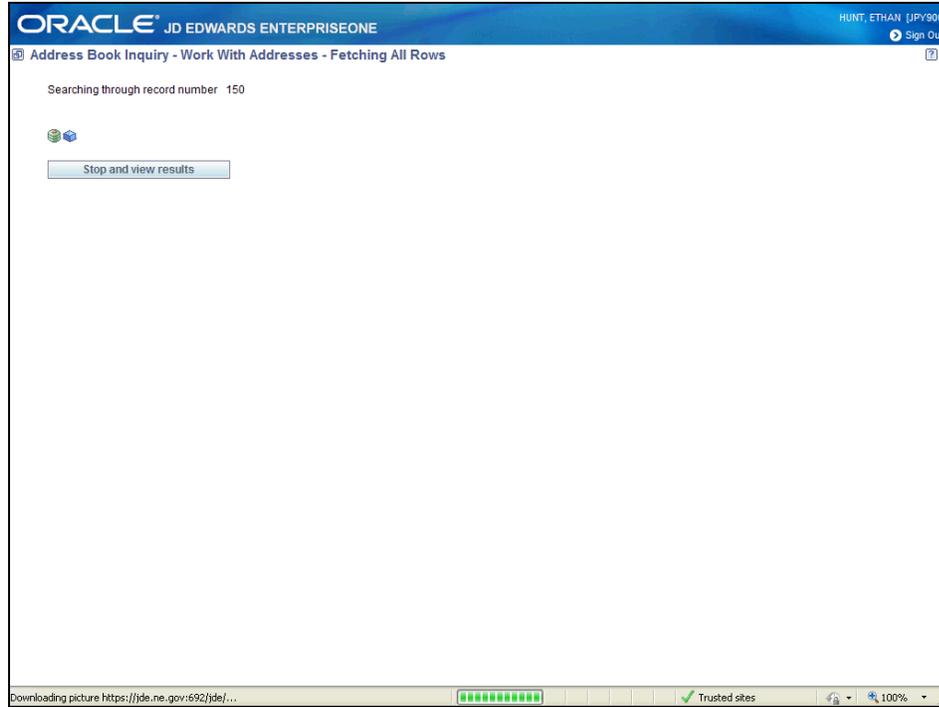
# Training Guide

## Working With Program Windows

Step	Action
4.	The tool bar is along the top of the screen. The tools available here will vary depending on what screen you are on and what you have access to.
5.	The next window under the Tool Bar is called the Header.
6.	This next line down is called the QBE (Query By Example) line.
7.	The last area on the screen is called the Grid.



Step	Action
8.	Click the <b>Find</b> button. 
9.	Since nothing was put in the search parameters the search found all records.
10.	Though the search found all records, not all are displayed. Clicking on the <b>Next</b> (arrow) button will bring up the next ten. 
11.	The grid expanded to add the next set of records.
12.	All records will be displayed when the <b>Go to end</b> (second arrow) button is clicked. 



Step	Action
13.	<p>Since there were no parameters in place for the search there will be thousands of records brought up. This can take a long time. The process can be ended by clicking the <b>Stop and view results</b> button.</p> <div data-bbox="440 1108 837 1152" style="border: 1px solid black; padding: 2px; text-align: center;"> <p>Stop and view results</p> </div>

# Training Guide

## Working With Program Windows



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Address Book Inquiry - Work With Addresses

Alpha Name   Display Phone

Search Type

Records 1611 - 1650 of 1650 Customize Grid

Address Number	Sch Typ	Tax ID	Bankrupt Print	Agency Defined	Alpha Name	Address Line 1
107234	E	127060133			BURNS, CHRISTA J	3427 1 ST
107235	X	128660108			WITTE, ANNETTE L	622 NORTON ST
107236	E	128702143			QUDUS, OMAR A	6111 CONSENTINO
107237	E	129324893			HEASLIP, LAWRENCE D	412 BRIDGER RD
107238	E	130449493			FOLEY, MICHAEL D	6410 S 41ST STREE
107239	X	131420147			JOCHMANS, JOSEPH R	2800 PUB CT APT 1
107240	X	132423848			MCGOWAN, MARSHA	1682 CR57
107241	X	132580617			RANDALL, JEFFREY A	502 MAIN ST
107242	E	134609232			EADES, RICHARD T	731 S 53RD ST
107243	X	134740001			NEUKIRCH, MELISSA M	1700 N 18TH ST
107244	E	135502301			MINK JR, CHARLES	2307 N 74TH ST
107245	E	135605571			MARANG, WILLIAM J	6359 S 140TH CIR
107246	E	136383164			MEILER, ELMER G	2215 WOODSCRES
107247	E	136384051			CARTWRIGHT, ELIZABETH J	4125 FORT ST
107248	X	136667334			RANIERE, THOMAS J	6615 WESTGATE BL
107249	X	137625606			RODIN, JENNIFER M	343 W 4TH ST
107251	E	138461865			PRINCIPATO, JOANN D	PO BOX 732
107252	E	138484519			WHITE, LYN V	11206 BEL AIR DR

Done Trusted sites 100%

Step	Action
14.	Click the <b>Records</b> list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">1611 - 1650</div>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Address Book Inquiry - Work With Addresses

Alpha Name   Display Phone

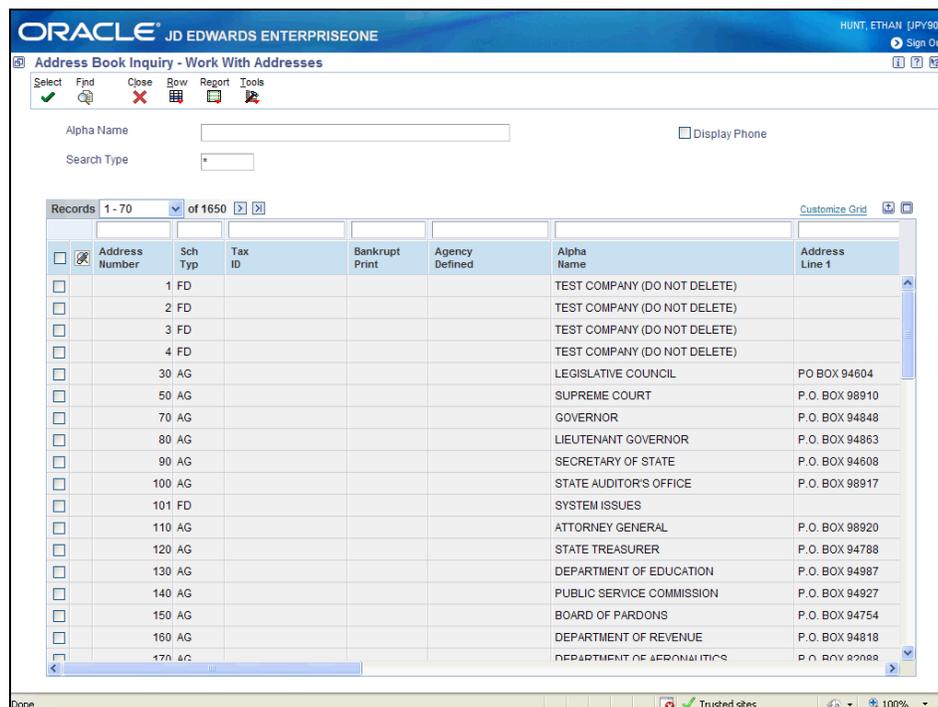
Search Type

Records 1611 - 1650 of 1650 Customize Grid

Address Number	Sch Typ	Tax ID	Bankrupt Print	Agency Defined	Alpha Name	Address Line 1
1 - 70						
71 - 140						
141 - 210						
211 - 280						
281 - 350						
351 - 420						
421 - 490						
491 - 560						
561 - 630						
631 - 700						
701 - 770						
771 - 840						
841 - 910						
911 - 980						
981 - 1050						
1051 - 1120						
1121 - 1190						
1191 - 1260						
1261 - 1330						
1331 - 1400						
1401 - 1470						
1471 - 1540						
1541 - 1610						
1611 - 1650						
107247	E	136384051			CARTWRIGHT, ELIZABETH J	4125 FORT ST
107248	X	136667334			RANIERE, THOMAS J	6615 WESTGATE BL
107249	X	137625606			RODIN, JENNIFER M	343 W 4TH ST
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Done Trusted sites 100%

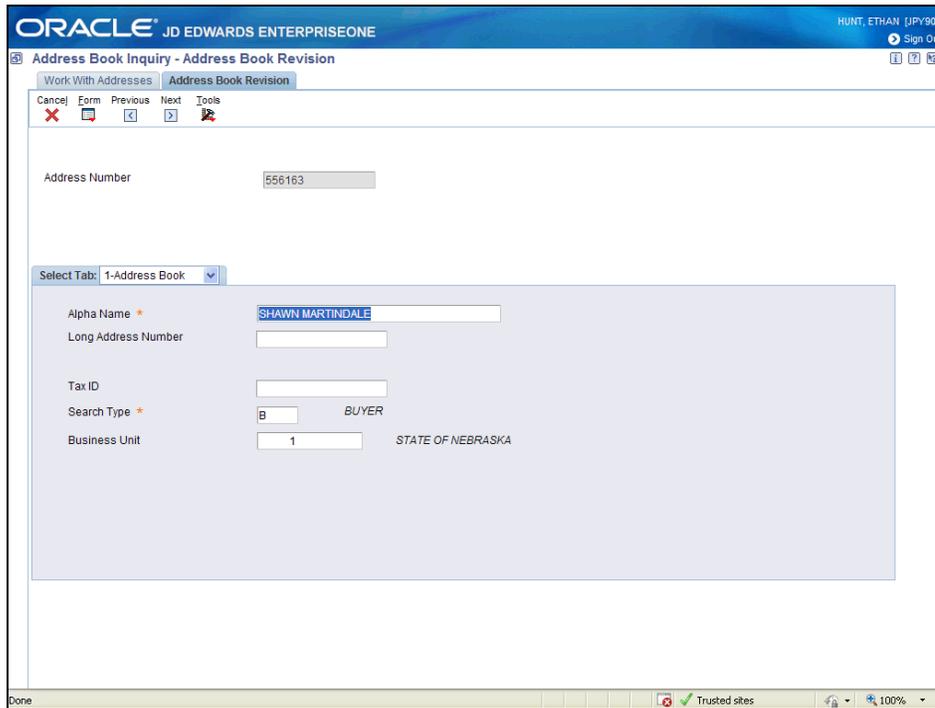
Step	Action
15.	The records are displayed in increments. The drop down allows you to select the range you would like to view. <input type="text" value="1 - 70"/>
16.	You can narrow down your search by entering a name or search type in the Header window.
17.	When you search you can use the asterisks (*) as a wild card. This is helpful if you don't know exactly how the name is entered in the system.  For example, let's say you are searching for a business and you know that the name of the business has "husker" in it, but you don't know if it is "cornhusker" or "huskers" (plural), etc. In this situation you could type *husker* in the <b>Alpha Name</b> field and your search would bring up everything with "husker" in the name.
18.	If you are searching for an individual by name you should put their last name first followed by a comma and then their first name.  For example, a search for John Smith would appear as "Smith, John" in the field.  You can also use the * when searching for an individual. This comes in handy if you do not know how the name is entered. For example, "John Smith" could be "Johnny," "Jon," or "John." To make sure you covered all possibilities you could enter the name using the wild card like this, "Smith, Jo*". This would bring up all individuals with the last name Smith and a first name that starts with "Jo."



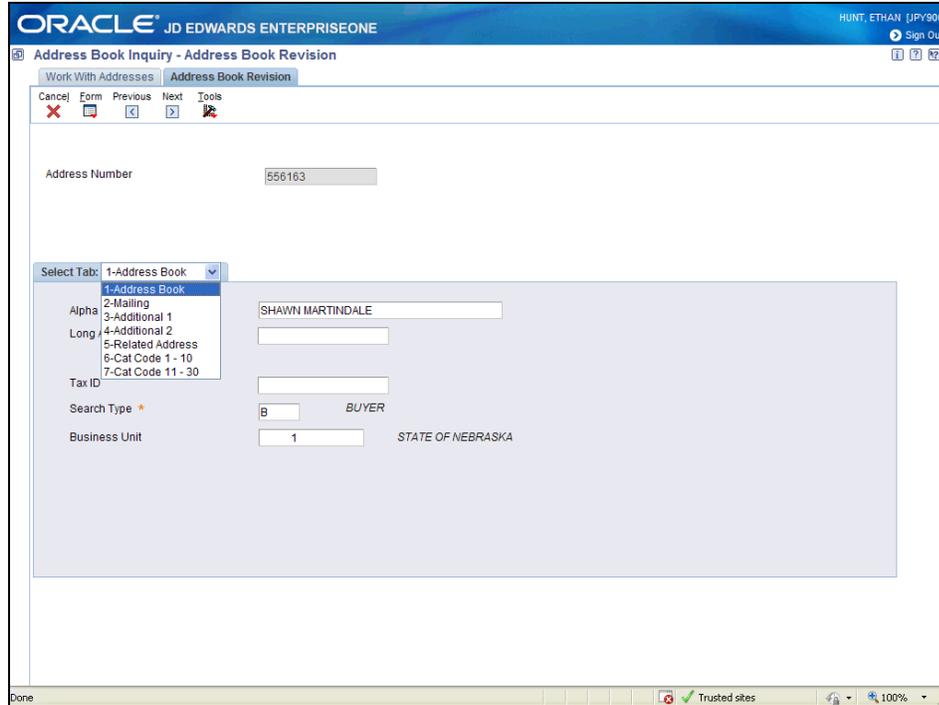
# Training Guide

## Working With Program Windows

Step	Action
19.	You can also narrow your search by using the <b>Search Type</b> field. <input type="text" value="*"/>
20.	After entering your search criteria click the <b>Find</b> button. 
21.	To select a record you need to check the corresponding check box. <input type="checkbox"/>
22.	Click the <b>Select</b> button. 
23.	There is a drop down list which will take you to different screens displaying additional information.



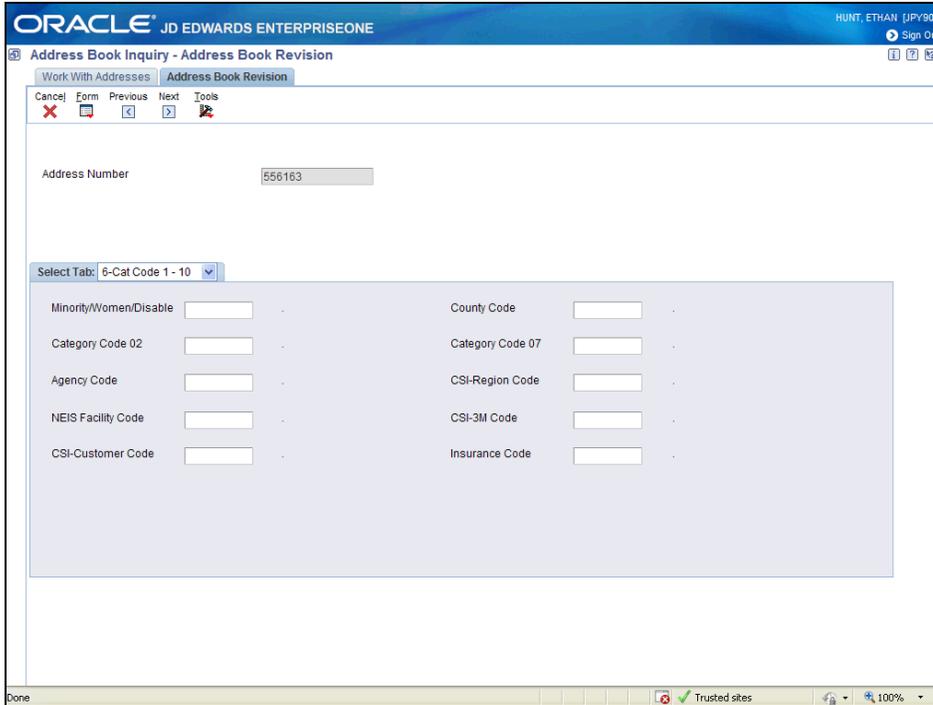
Step	Action
24.	Click the <b>Select Tab</b> list. <input type="text" value="1-Address Book"/>



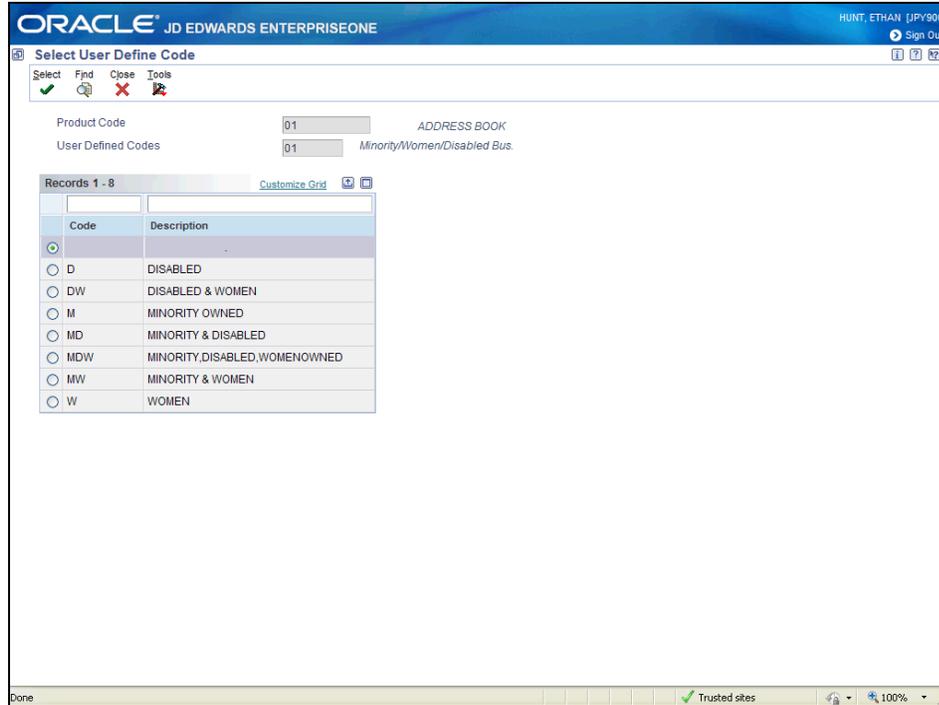
Step	Action
25.	Click the <b>6-Cat Code 1 - 10</b> list item. <b>6-Cat Code 1 - 10</b>
26.	Occasionally you may get an error within the Payroll & Financial Center. In this next exercise we are going to get an error on purpose so you can see how to work through them.

# Training Guide

## Working With Program Windows



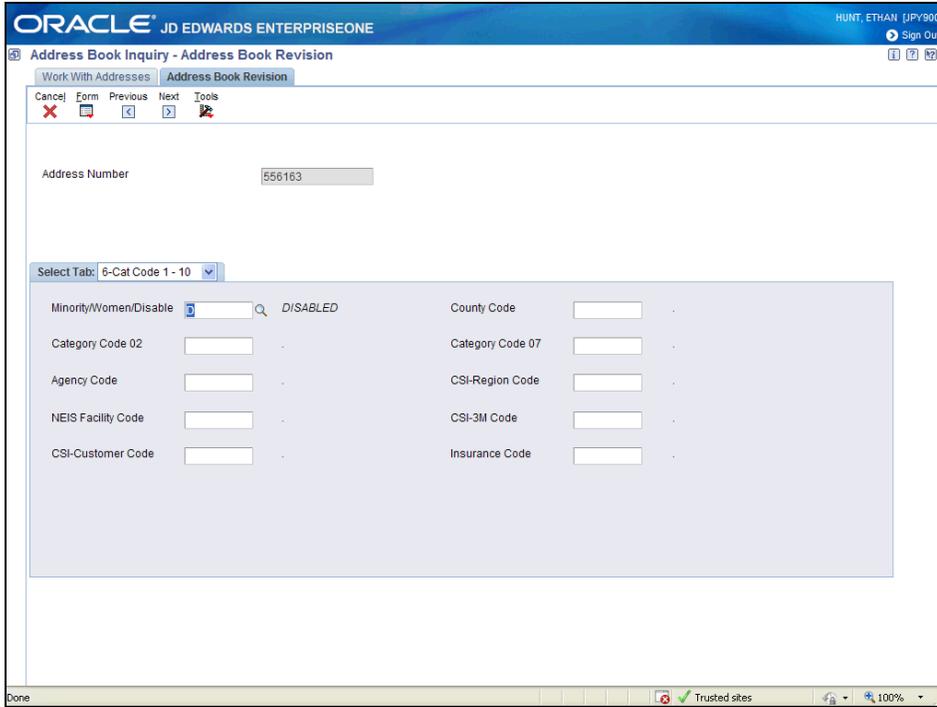
Step	Action
27.	Click in the <b>Minority/Women/Disabled</b> field. 
28.	Enter the desired information into the <b>Minority/Women/Disabled</b> field. Enter "A".
29.	Press <b>[Tab]</b> .
30.	The field with the error turns red and a red window appears stating what the error is. In this case "A" is not a user Defined Code.  If you get a Red Error like this one, the system will not let you continue until you correct it.  Now we will correct the error.
31.	Click in the <b>Minority/Women/Disabled</b> field. 
32.	Click the <b>Visual Assist</b> button. 



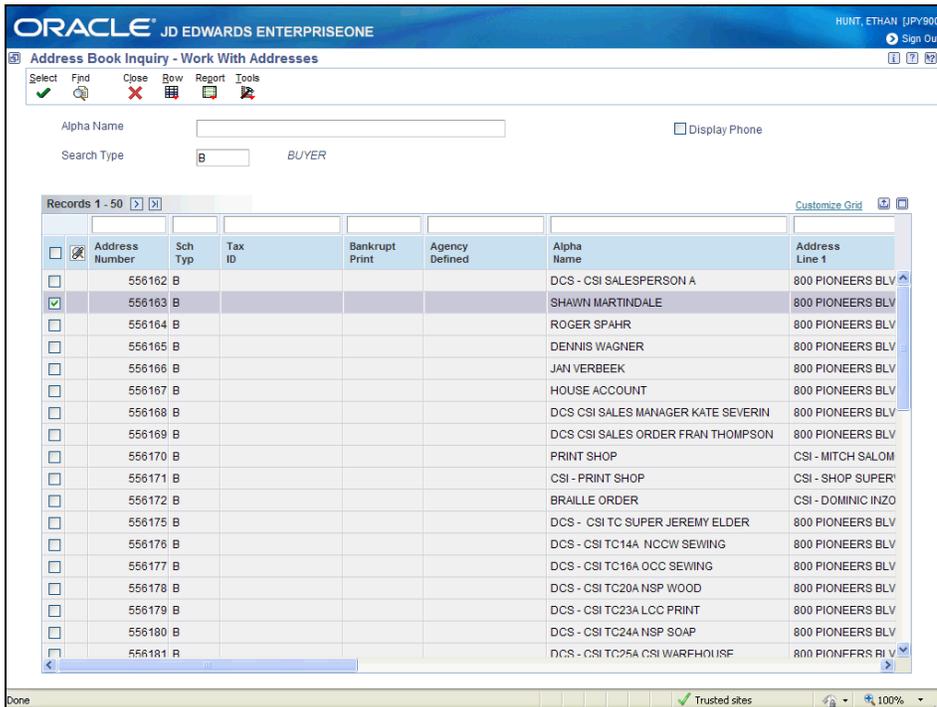
Step	Action
33.	Click the <b>D</b> option. 
34.	Click the <b>Select</b> button. 
35.	The error message is gone because " <b>D</b> " is a recognized code.

# Training Guide

## Working With Program Windows



Step	Action
36.	Click the <b>Cancel</b> button. 



Step	Action
37.	Click the <b>Close</b> button. 
38.	You have successfully completed the Working With Programs Windows course. <b>End of Procedure.</b>