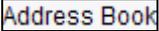
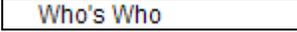


## Working With Exits Lesson

Step	Action
1.	Exits can be found in applications all through out the Payroll & Financial Center. In this exercise we will access them through the Address Book Inquiry screen.
2.	Click the <b>State of Nebraska</b> link. 
3.	Click the <b>Address Book</b> link. 
4.	Click the <b>Address Book Inquiry</b> link. 
5.	Click in the <b>Alpha Name</b> field.
6.	Enter the desired information into the <b>Alpha Name</b> field. Enter a valid value e.g. <b>"*husker*"</b> .
7.	Click the <b>Find</b> button. 
8.	The Row, Report, and Tools Exits can be found in the tool bar.
9.	Click the <b>Row</b> button. 
10.	The Row Menu appears giving you additional options.
11.	Click the <b>Report</b> button. 
12.	The Report Menu appears giving you additional options.
13.	Click the <b>Tools</b> 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 the Payroll & Financial Center give you additional options.
16.	Click the <b>500014</b> option. 
17.	Click the <b>Row</b> button. 
18.	Click the <b>Who's Who</b> menu. 
19.	To scroll to the right click in the open area of the scroll bar.

Step	Action
20.	Click in the <b>Remark</b> field. <input type="text"/>
21.	Enter the desired information into the <b>Remark</b> field. Enter a valid value e.g. " <b>Special Mailing</b> ".
22.	Click in the <b>Salutation Name</b> field. <input type="text"/>
23.	Enter the desired information into the <b>Salutation Name</b> field. Enter a valid value e.g. " <b>Dear Concerned Citizen</b> ".
24.	Click the <b>OK</b> button. 
25.	Click the <b>Cancel</b> button. 
26.	In this next exercise you will use a Form Exit.
27.	Click the <b>Select</b> button. 
28.	Click the <b>Form</b> button. 
29.	Click the <b>Who's Who</b> menu. <input type="text" value="Who's Who"/>
30.	To scroll to the right click in the open area of the scroll bar. Click the scrollbar.
31.	Click in the <b>Remark</b> field. <input type="text" value="Special Mailing"/>
32.	Press <b>[Delete]</b> .
33.	Click in the <b>Salutation Name</b> field. <input type="text" value="Dear Concerned Citizen"/>
34.	Press <b>[Delete]</b> .
35.	Click the <b>OK</b> button. 
36.	Click the <b>Cancel</b> button. 
37.	Click the <b>Close</b> button. 
38.	You have successfully completed this lesson. <b>End of Procedure.</b>