

Working With Exits

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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.

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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".

There are four kinds of exits:

- Row () , which lets you work with data in the desired record
- Tools () , which lets you customize your 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

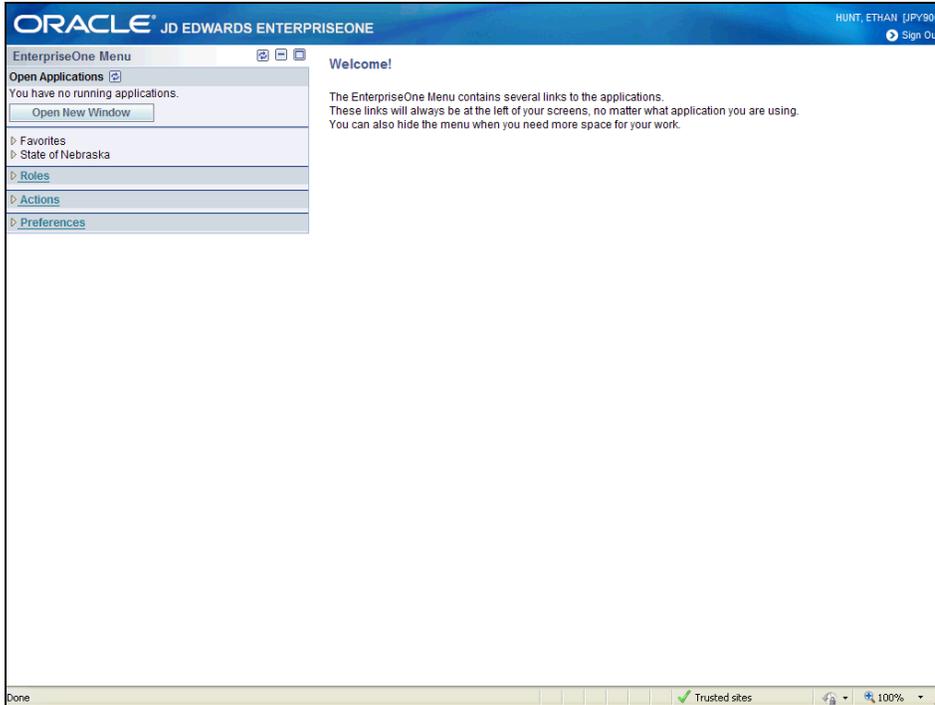
In this lesson you will learn some of the basics about exits such as:

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

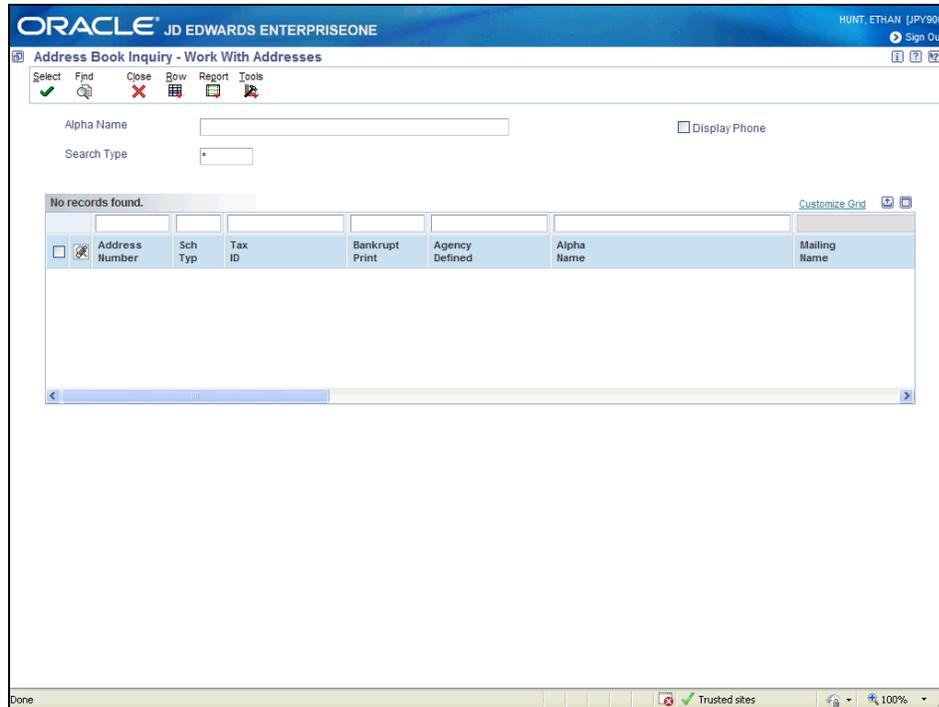
Step	Action
1.	Exits can be found in applications all through out the Payroll & Financial Center. In this exercise we will access them through the Address Book Inquiry screen.

Training Guide

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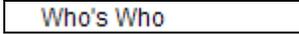
Step	Action
2.	Click the State of Nebraska link. State of Nebraska
3.	Click the Address Book link. Address Book
4.	Click the Address Book Inquiry link. Address Book Inquiry

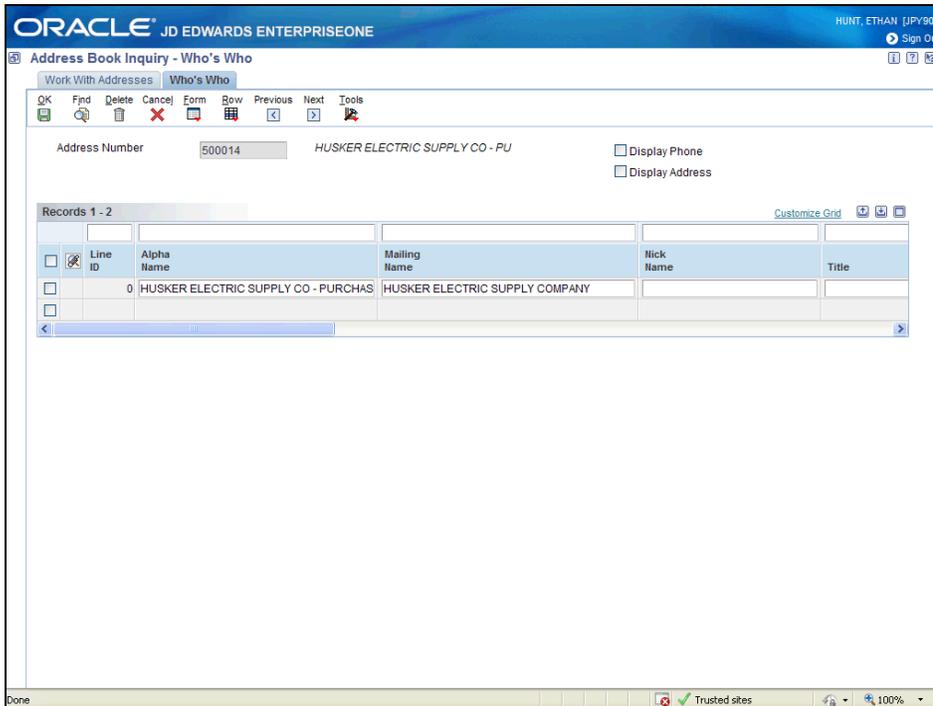


Step	Action
5.	Click in the Alpha Name field.
6.	Enter the desired information into the Alpha Name field. Enter " *husker* ".
7.	Click the Find button. 
8.	The Row, Report, and Tools Exits can be found in the tool bar.
9.	Click the Row button. 
10.	The Row Menu appears giving you additional options.
11.	Click the Report button. 
12.	The Report Menu appears giving you additional options.
13.	Click the Tools 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 500014 option. 

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Step	Action
17.	Click the Row 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.
20.	Click in the Remark field. 
21.	Enter the desired information into the Remark field. Enter " Special Mailing ".
22.	Click in the Salutation Name field. 
23.	Enter the desired information into the Salutation Name field. Enter " Dear Concerned Citizen ".
24.	Click the OK button. 
25.	Click the Cancel button. 
26.	In this next exercise you will use a Form Exit.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Address Book Inquiry - Work With Addresses

Alpha Name: *HUSKER* Display Phone

Search Type: *

Records 1 - 50 Customize Grid Default

<input type="checkbox"/>	<input type="checkbox"/>	Address Number	Sch Typ	Tax ID	Agency Defined	Alpha Name	Address Line 3
<input type="checkbox"/>	<input type="checkbox"/>	52510	FD	470491233		CORNHUSKER STATE INDUSTRIES	DCS ACCOUNTING
<input type="checkbox"/>	<input type="checkbox"/>	500008	V	470646696		CORNHUSKER PRINTING CO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	500014	V	470583635		HUSKER ELECTRIC SUPPLY CO - PURCHA...	
<input type="checkbox"/>	<input type="checkbox"/>	500095	V	470604747		CORNHUSKER INTL TRUCKS INC - PURCH...	
<input type="checkbox"/>	<input type="checkbox"/>	500605	V	470147640		CORNHUSKER PRESS	
<input type="checkbox"/>	<input type="checkbox"/>	500640	V	470604747		CORNHUSKER INTL TRUCK INC - PURCHA...	
<input type="checkbox"/>	<input type="checkbox"/>	500825	V	470636171		GRAHAM TIRE COMPANY, LINCOLN CORNH...	
<input type="checkbox"/>	<input type="checkbox"/>	500864	V	481230195		HUSKER AUTO GROUP	
<input type="checkbox"/>	<input type="checkbox"/>	501096	V	476491233		CORNHUSKER STATE INDUSTRIES	
<input type="checkbox"/>	<input type="checkbox"/>	501421	V	470618568		HUSKER CHEMICAL SALES	
<input type="checkbox"/>	<input type="checkbox"/>	501663	V	470554310		HUSKER SEW VAC	
<input type="checkbox"/>	<input type="checkbox"/>	501988	V	470586605		CORNHUSKER TOYOTA INC	
<input type="checkbox"/>	<input type="checkbox"/>	502331	V	470656476		HUSKER FIRE EQUIPMENT INC	
<input type="checkbox"/>	<input type="checkbox"/>	502374	V	470464934		CORNHUSKER HEATING & AIR CONDITIONI...	
<input type="checkbox"/>	<input type="checkbox"/>	503089	V	470736032		CORNHUSKER WINNELSON COMPANY	
<input type="checkbox"/>	<input type="checkbox"/>	504449	Y			HUSKER GLASS CO	
<input type="checkbox"/>	<input type="checkbox"/>	508381	V	470721525		AJIM CORNHUSKER CHAPTER	
<input type="checkbox"/>	<input type="checkbox"/>	508421	V	476032640		AJTP - CORNHUSKER CHAPTER	

Step	Action
27.	Click the Select button. 

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

Address Book Inquiry - Address Book Revision

Work With Addresses | Address Book Revision

OK Cancel Form Previous Next Tools

Address Number 500014

Select Tab: 1-Address Book

Alpha Name * HUSKER ELECTRIC SUPPLY CO - PURCHASIN

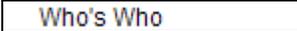
Long Address Number APS1011

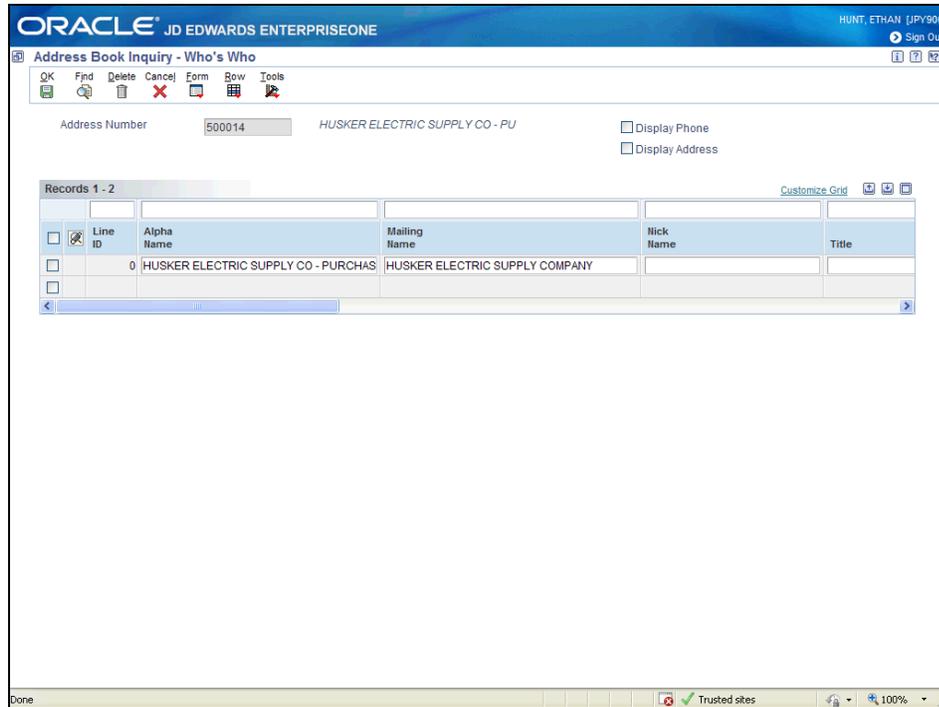
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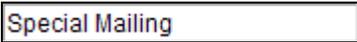
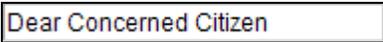
Search Type * V VENDOR

Business Unit 1 STATE OF NEBRASKA

Done Trusted sites 100%

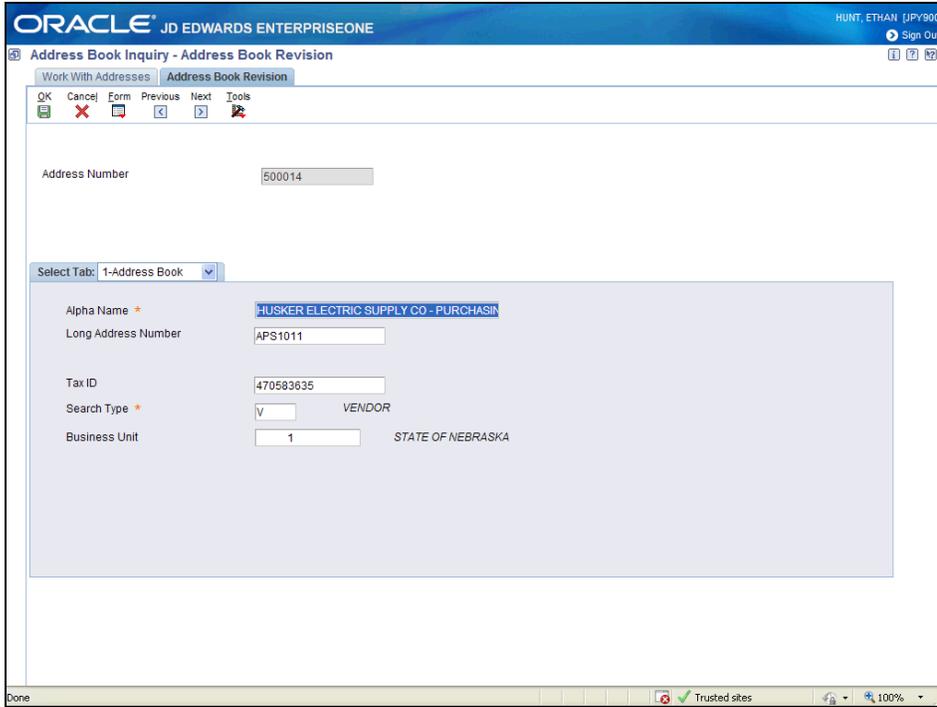
Step	Action
28.	Click the Form button. 
29.	Click the Who's Who menu. 



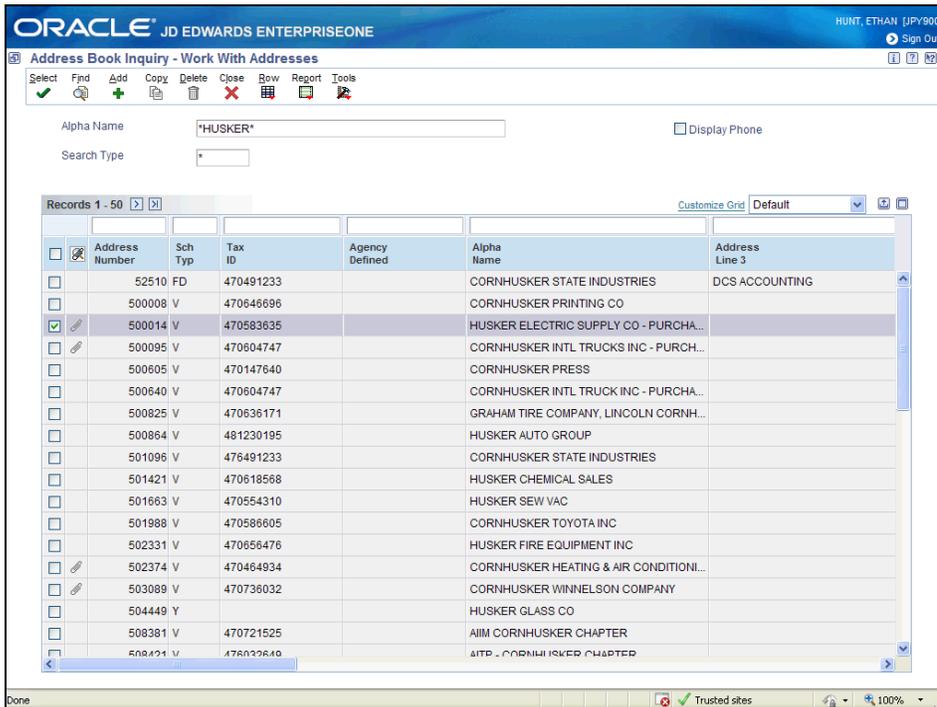
Step	Action
30.	To scroll to the right click in the open area of the scroll bar. Click the scrollbar.
31.	Click in the Remark field. 
32.	Press [Delete] .
33.	Click in the Salutation Name field. 
34.	Press [Delete] .
35.	Click the OK button. 

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Step	Action
36.	Click the Cancel button.



Step	Action
37.	Click the Close button. 
38.	You have successfully completed this lesson. End of Procedure.