

Using Help and Other Prompts

Overview

Three types of on-line support are available to the NIS end user on the State of Nebraska's JAS server:

- Field-level Help, which provides context-specific information that is dependent upon what object is beneath your cursor
- Application Help, which is a conventional Help database like you would see in most Microsoft Windows packages
- Other Information, a catch-all for a suite of programs that add further functionality

This work instruction shows how:

[To Display Field-Level Help](#)

[To Display Application Help](#)

[To Display Other Information](#)

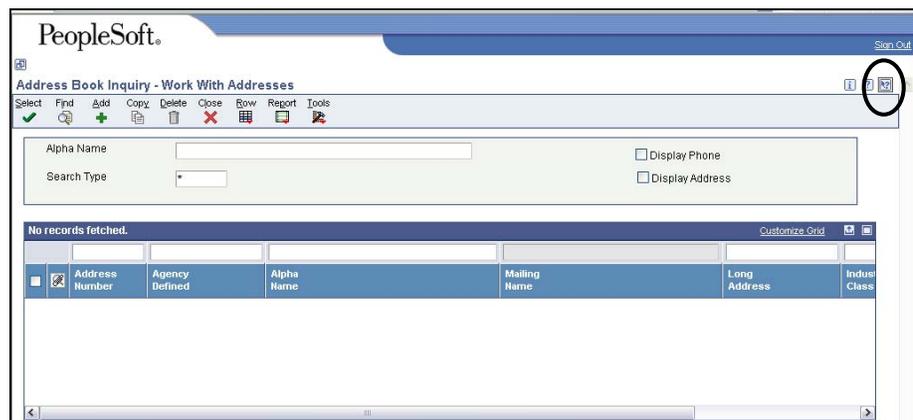
This last task refers to, among others, the Calculator and Calendar prompts. We provide exercises so that you can practice working with them, but these exercises are optional. If you will be working with quantitative programs, it is advisable to explore them but, otherwise, feel free to move on.

Steps

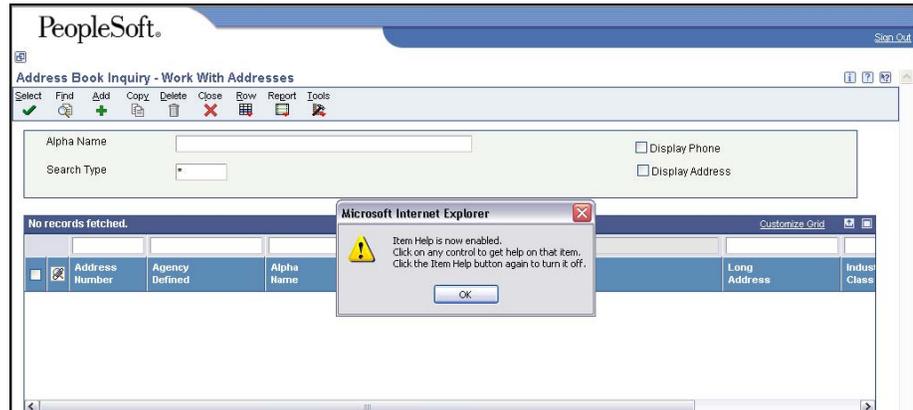
To Display Field-Level Help

Start this instruction by navigating through the Address Book, then clicking **Address Book Inquiry** to display the Work with Addresses program window.

1. Click the **arrow-and-question-mark** icon () at the upper-right corner to display a Help window for the NIS program you are using.



2. At the dialog box, click **OK**.



 The help window will look exactly like the active window you were working in. You will know that you have accessed Help when you see that a question mark has been attached to your cursor.

3. Move your cursor to the window element that you want help with, click. Pertinent information will appear in a pop-up window.
4. To remove the pop-up window, click .
5. To return to the active window, click  again.

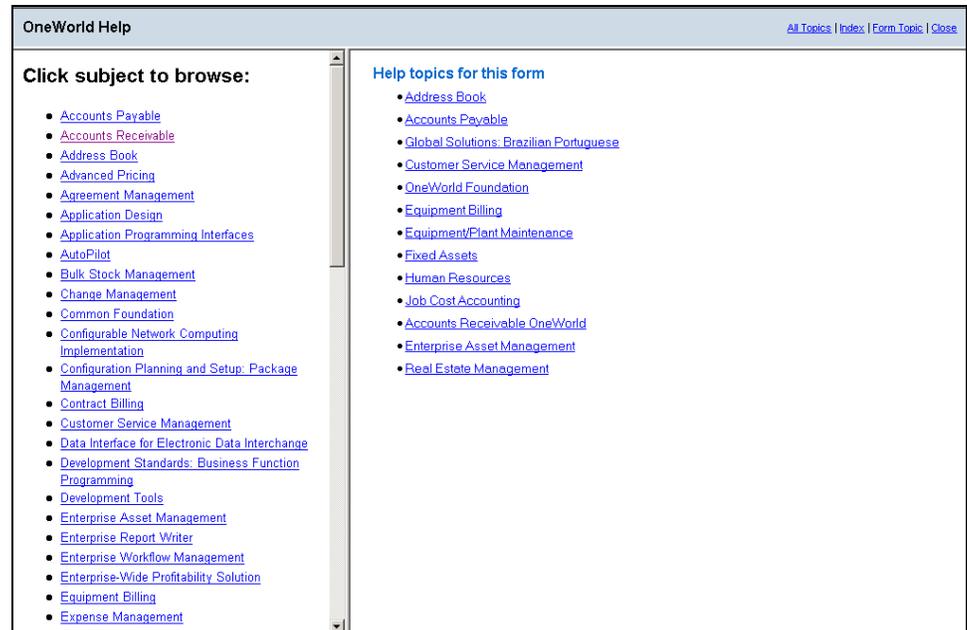
To Display Application Help

1. Click the **question mark** icon () at the upper-right to display the Application Help window.



The window will be divided into two panes:

- Subject, at left, which offers a broad range of topics at a high level
- Topic, at right, which offers more specific instructions once a subject has been selected



2. Click the appropriate entry in the Subject pane, then select the topic you want.
3. Click the hypertext in the Topic pane to display text.
4. To close Application Help, click the **Close** icon () in the upper-right corner of the pop-up window.

To Display Other Information

NIS provides four other kinds of prompts that are designed to support the end-user:

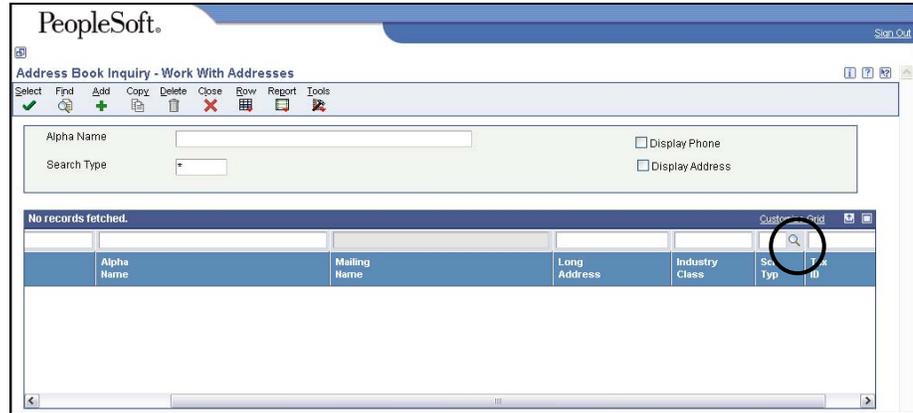
- Visual Assist
- Calculator
- Calendar
- About

Each field's characteristics determine the assistance that is available for it. Field searches are widely available, but the calculator is available only for a few numeric fields and the calendar is available only for date fields.

Visual Assist

In this example, navigate the Address Book, General Agency Use menus, then click **Address Book Inquiry** to open the Work With Addresses program.

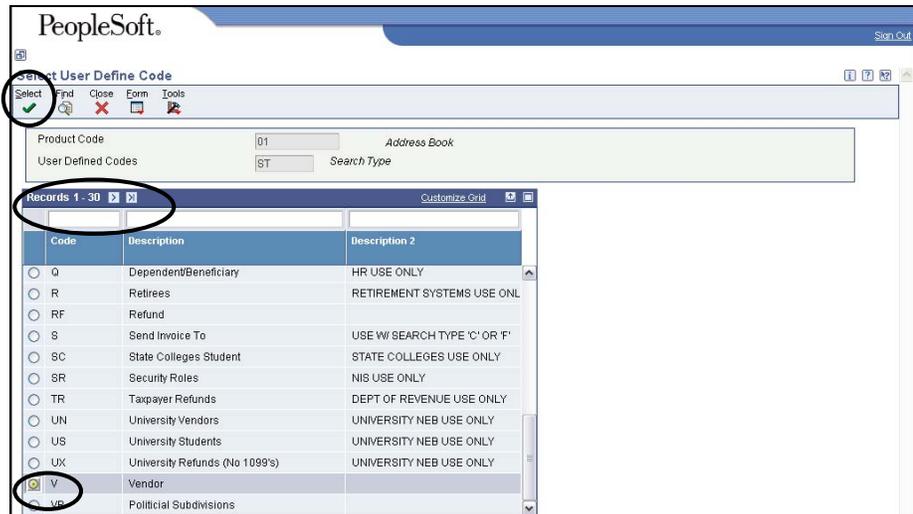
1. Click in the **Sch Typ** field to display a Visual Assist icon (🔍) next to it.



- Visual Assists are present in those fields for which NIS has defined codes that are specific to the State of Nebraska. These codes, called *valid values*, are the only entries those fields will accept. If the Visual Assist icon does not display, the field is not a searchable field.

2. Click 🔍 to display a Select User Defined Code window.
3. To select a valid value and return it to the field on the previous window, choose the **radio button** to the left of the value and click **Select**.

- In this example, we select **V**, the valid value representing Vendor. It is necessary to click the **single right arrow** (➡) to scroll to the desired row.



- At the Work with Addresses window, click **Find** to display all records that share the valid value in that field.



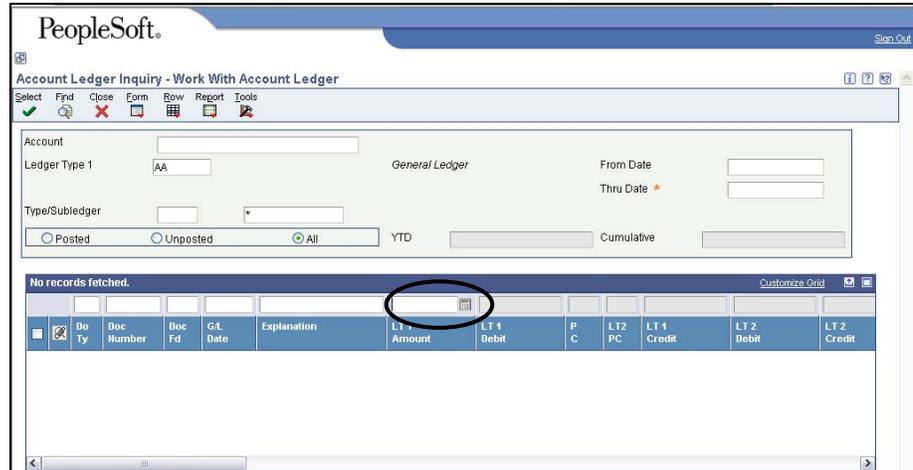
- Visual Assist is also covered in the *Working With Program Windows* work instruction.

Calculator

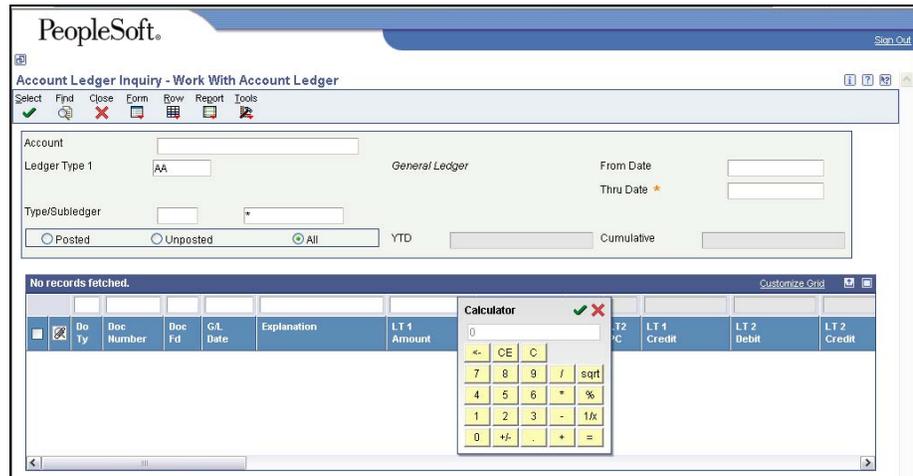
To practice using the calculator, follow the steps shown below. The menu path to this optional exercise takes you away from the Address Book tree and into a more quantitative direction.

- The Calculator exercise is not mandatory. As time permits, you can explore it by navigating through the NIS State of Nebraska, Accounting – Agencies, Inquiries & Reports, Accounting Inquiries, and Account Ledger Inquiries menus, then clicking **Account Ledger Inquiry** to display the Work With Account Ledger program. Use the **LT 1 Amount** field.

- Click a **numerical field** to display a calculator icon () next to it.
- Click .



3. Click the **calculator buttons** or use your keyboard's number keys to perform your calculation.



 If you use your keyboard's 10-key numerical keypad, make sure that your Num Lock key is on.

4. Click the **check mark icon** () to return the calculated value to the field on the previous window.

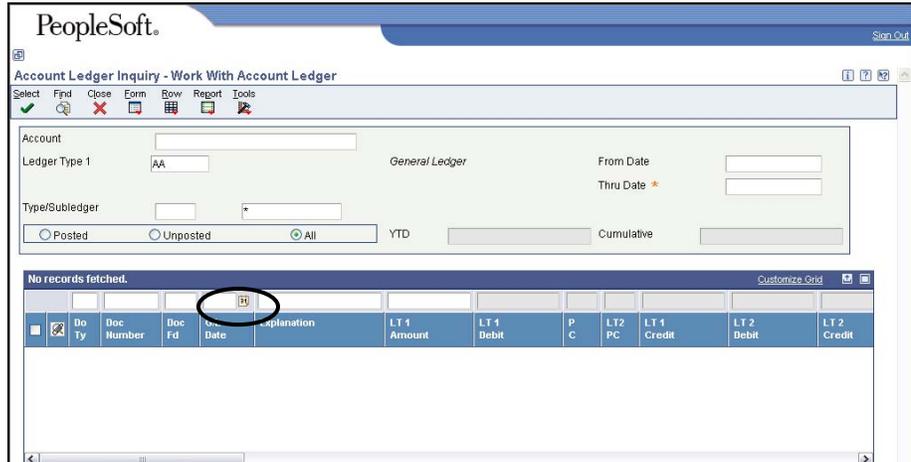
Calendar ()

To practice using the calculator, follow the steps shown below. The menu path to this optional exercise takes you away from the Address Book tree and into a more quantitative direction.

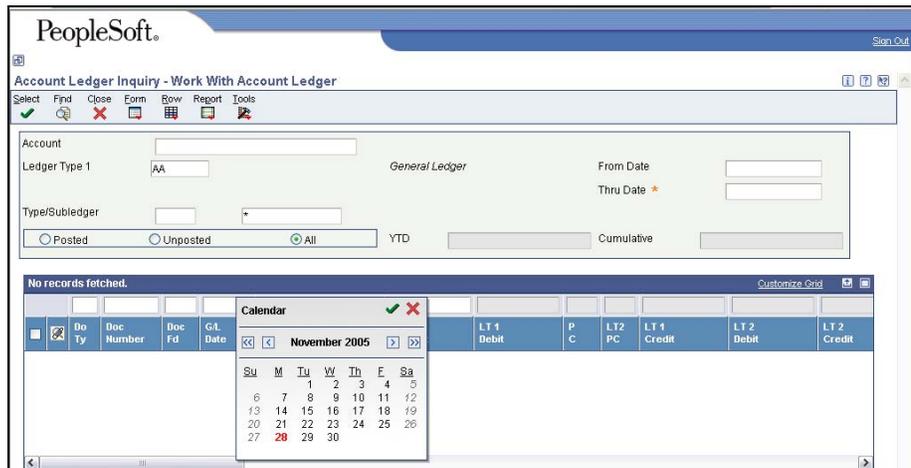
 The Calendar exercise is not mandatory. As time permits, you can explore it by navigating through the NIS State of Nebraska, Accounting – Agencies, Inquiries & Reports, and Accounting Inquiries menus, then clicking **Account Ledger Inquiry** to display the Work with Account Ledger program. Use the **G/L Date** field.

1. Click a **date field** to display a calendar icon () next to it.

2. Click .



3. Select a month, a year, and a date on the calendar.



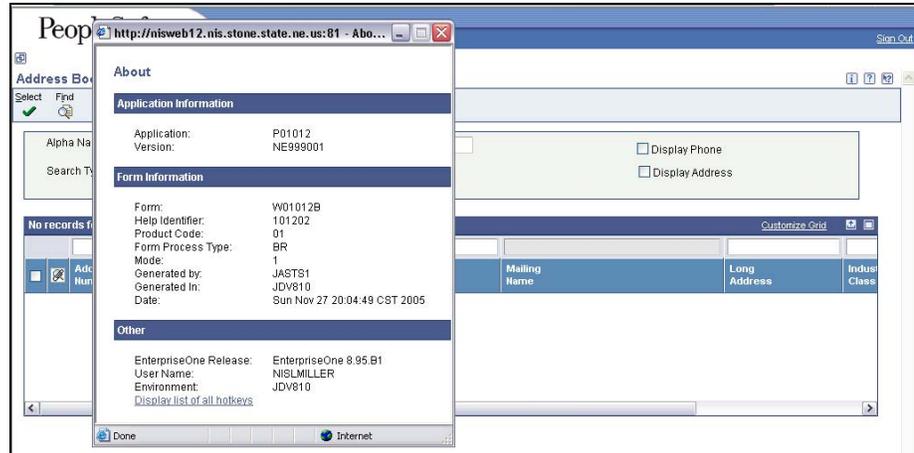
-  The single arrows () move you one month backward or forward. The double arrows () move you one year backward or forward.

4. Click the **check mark** icon () to return the date to the field on the previous window.

About ()

In this example, navigate the Address Book, General Agency Use menus, then click **Address Book Inquiry** to open the Work With Addresses program.

1. Click the **About** icon () in the upper-right corner of the active window to display the About pop-up window, which contains system information.



2. To close About, click the **Close** icon () in the pop-up window.