

## On-Line Help in FAMIS

*Note:* Three help functions exist: PF2, ? Help, and \* Help. If you do not have any luck using one help function (for example, the ? help will not pull up any data), then try using the other help function (PF2). PF2 Help sometimes provides definitions of fields, but the ? Help and \* Help do not.

### The ? Help Function

The ? help only works in fields where you can type. Below are the steps to using the "?" help function:

- ✦ Place your cursor in a field where you are allowed to type.
- ✦ Type a "?" and press <Enter>. At this point, you will see a pop-up screen with all of the valid values for that particular field. You now have the ability to select an item from the list.
- ✦ Press the tab key until the cursor is next to your choice. If your choice does not appear, then press <Enter> until you see it.
- ✦ Place an "X" next to the item.
- ✦ Press <Enter>.
- ✦ If you choose not to select an item off of this list, then press the PF4 key to exit the pop-up screen.

### The PF2 Help Function

While the "?" only works where you can type, the PF2 help function works everywhere. PF2 help also provides more information than the ? help.

Below are the steps to using the PF2 help function:

1. Move the cursor to **ANY** field in which you need help. If you cannot tab to the field in question, then use your arrow keys to move the cursor.
2. Once you have placed the cursor where you want it, press the PF2 key. For many fields, a definition will pop up describing the type of information that is displayed in the field (This does not happen with the ? Help). Next, press <Enter> to see the values for the field. **Note: For fields that do not have definitions, you will get a message saying something like, "No Extended field description found for this field." This does not always mean what it says! There might be more information - you just need to press <Enter>. Also, even if you can use the ? help, try the PF2 help if you want a definition.**

### The \* Help

Use the \* Help in fields where you may enter data. \* Help usually pulls up a table of values when the ? Help does not work. However, it is not a consistent help function. We have found that it works on Screens 915 for Profile name, 922 for Desk name, and 860 for a complete listing of dept/sdept codes.