



College Financial System User Procedure

Title:

The College Financial System Help Menu

Description:

The College Financial System Help menu provides field help, transaction help, terminology definitions, online documentation, hot key combinations, and diagnostic information. The help menu is available in all documents and forms.

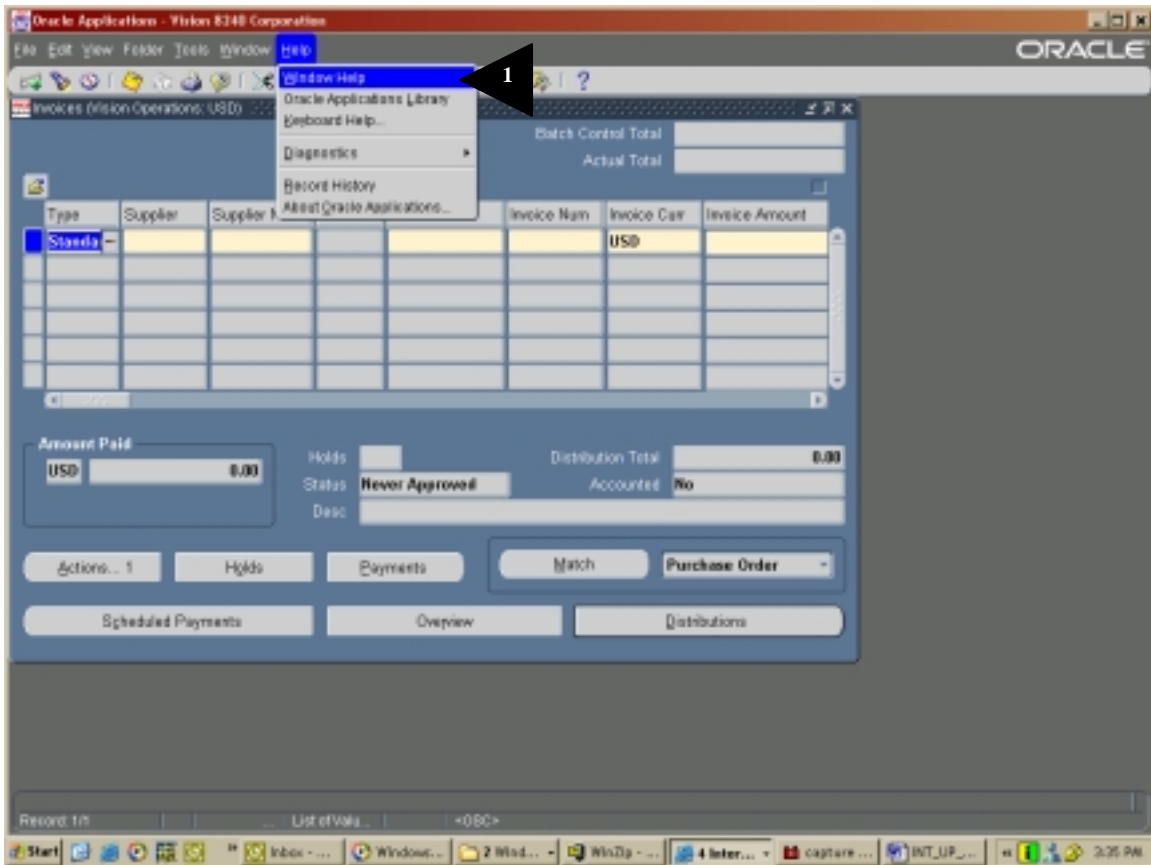
College Financial System Prerequisites:

- *N/A*

<i>Menu Path</i>
N/A

Window Name:

Invoices



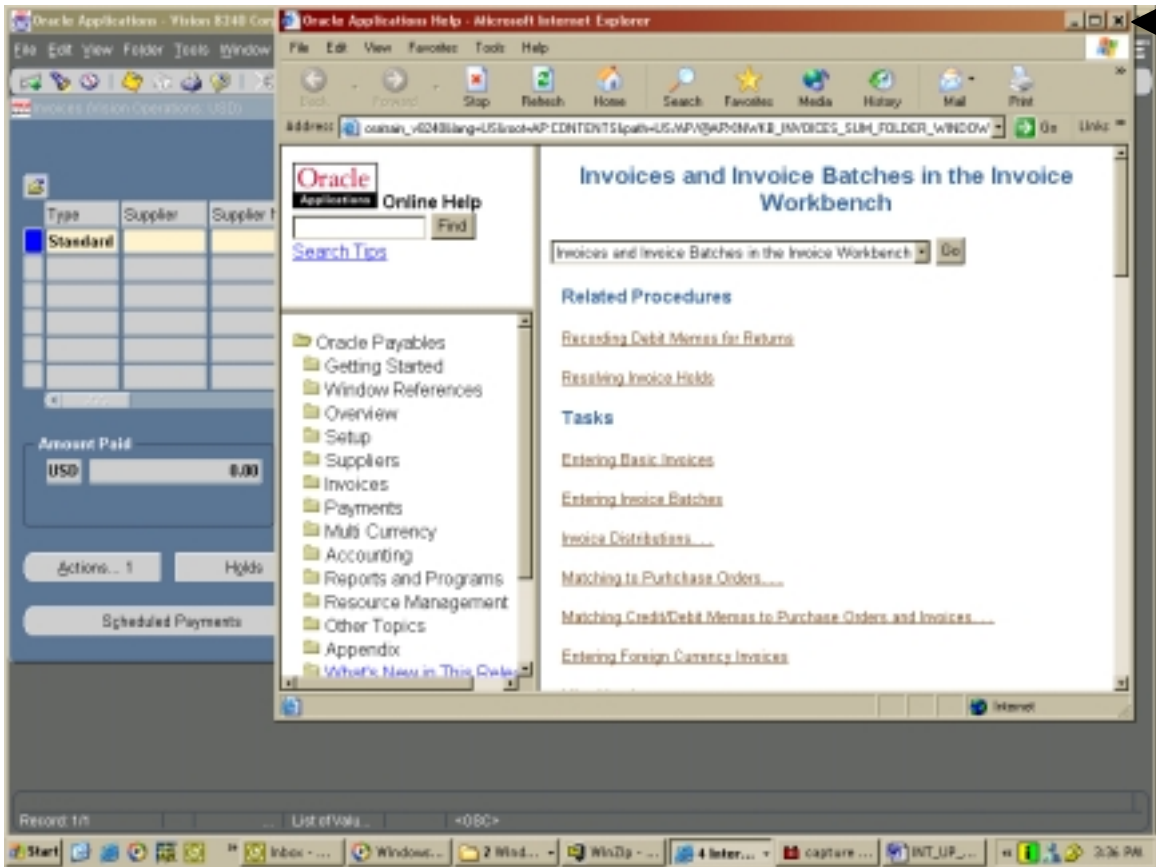
You may access the Help Menu in any College Financial System module. This example accesses the Help Menu from the Invoices form in the Payables module.

Field Name Description/Action

1. Select Window Help from the Help menu.

Window Name:

Oracle Applications Help



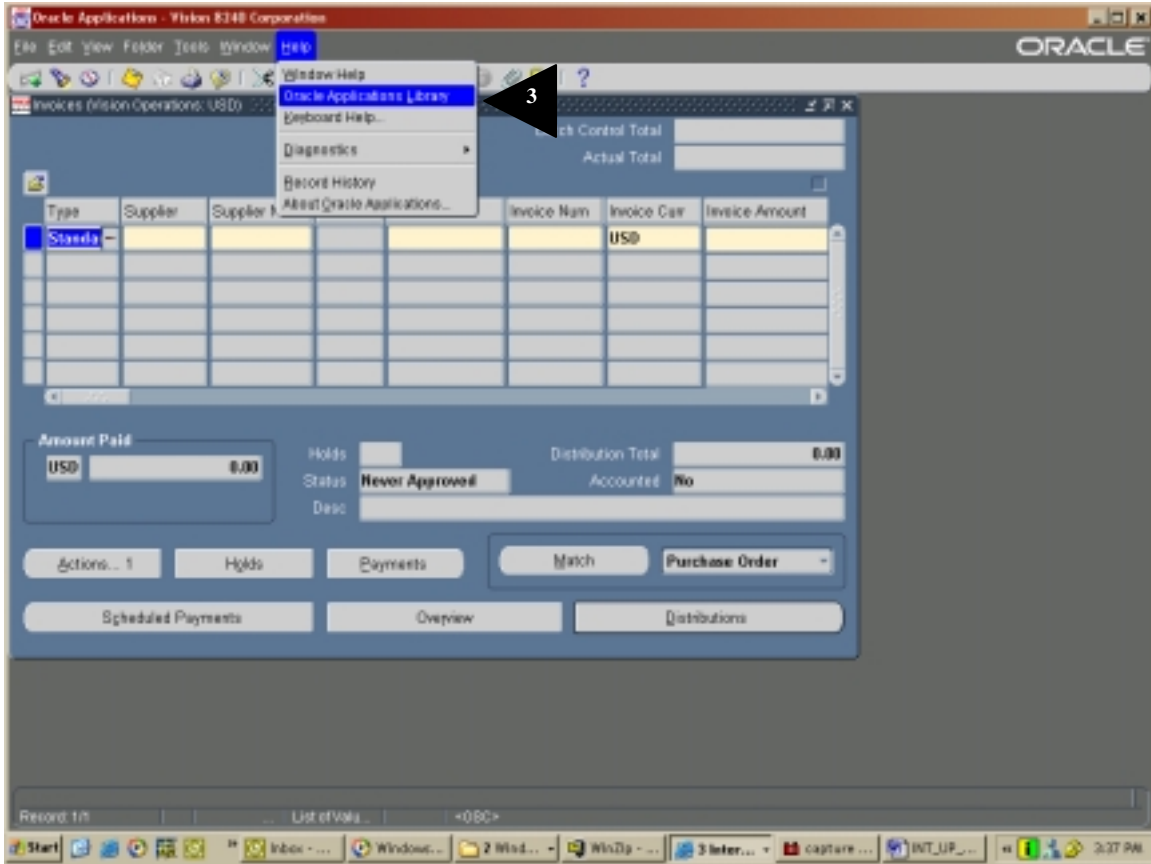
A browser window opens with information on your specific window or form.

Field Name Description/Action

2. Close this window to return to your College Financial System form.

Window Name:

Invoices

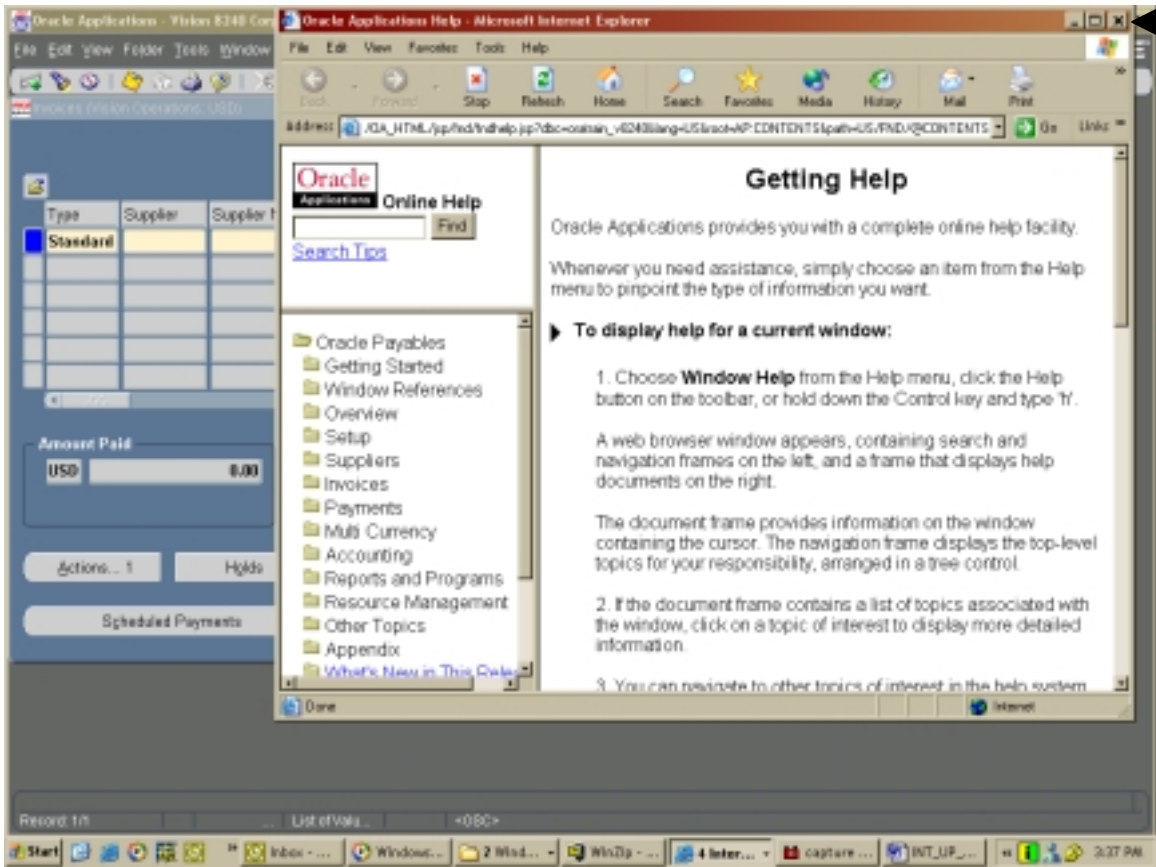


Field Name Description/Action

- 3. Select Oracle Applications Library from the Help Menu.

Window Name:

Oracle Application Help



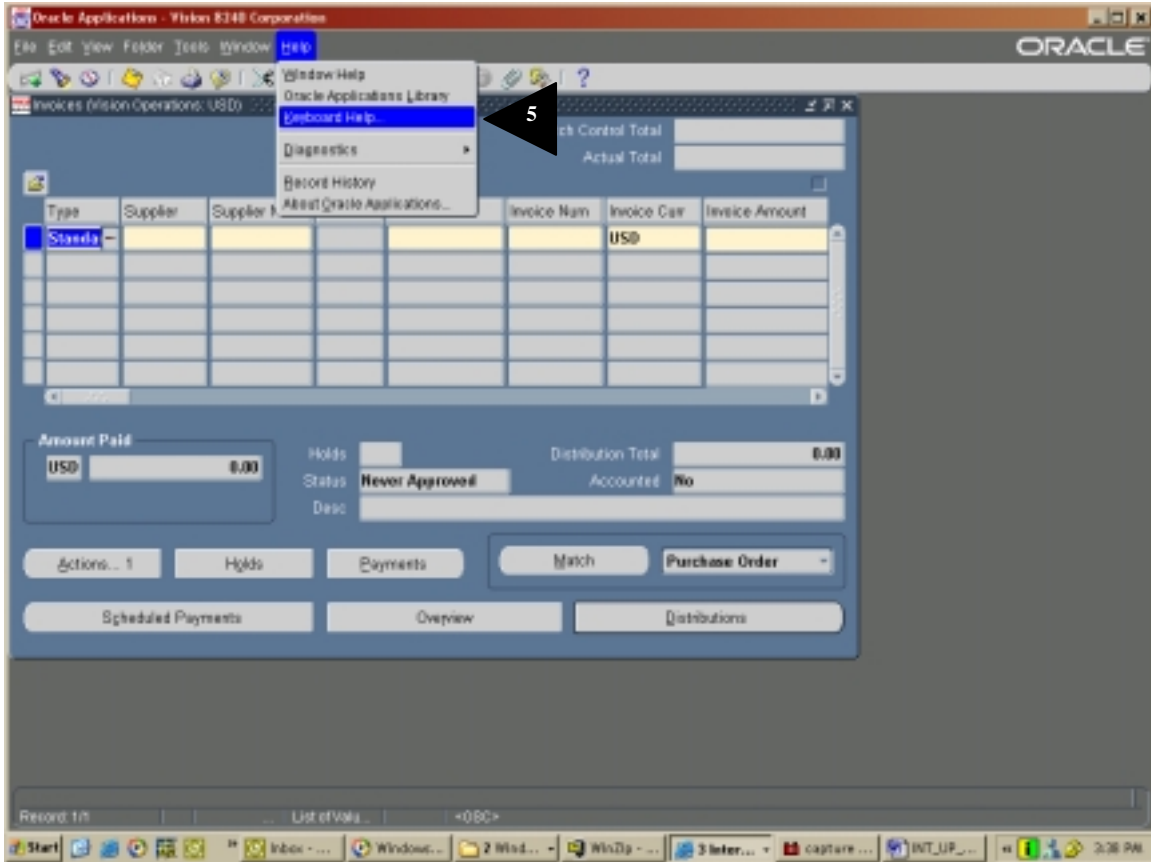
A browser window opens with general information on getting help in Oracle Applications

Field Name **Description/Action**

- 4. Close this window to return to your College Financial System form.

Window Name:

Invoices

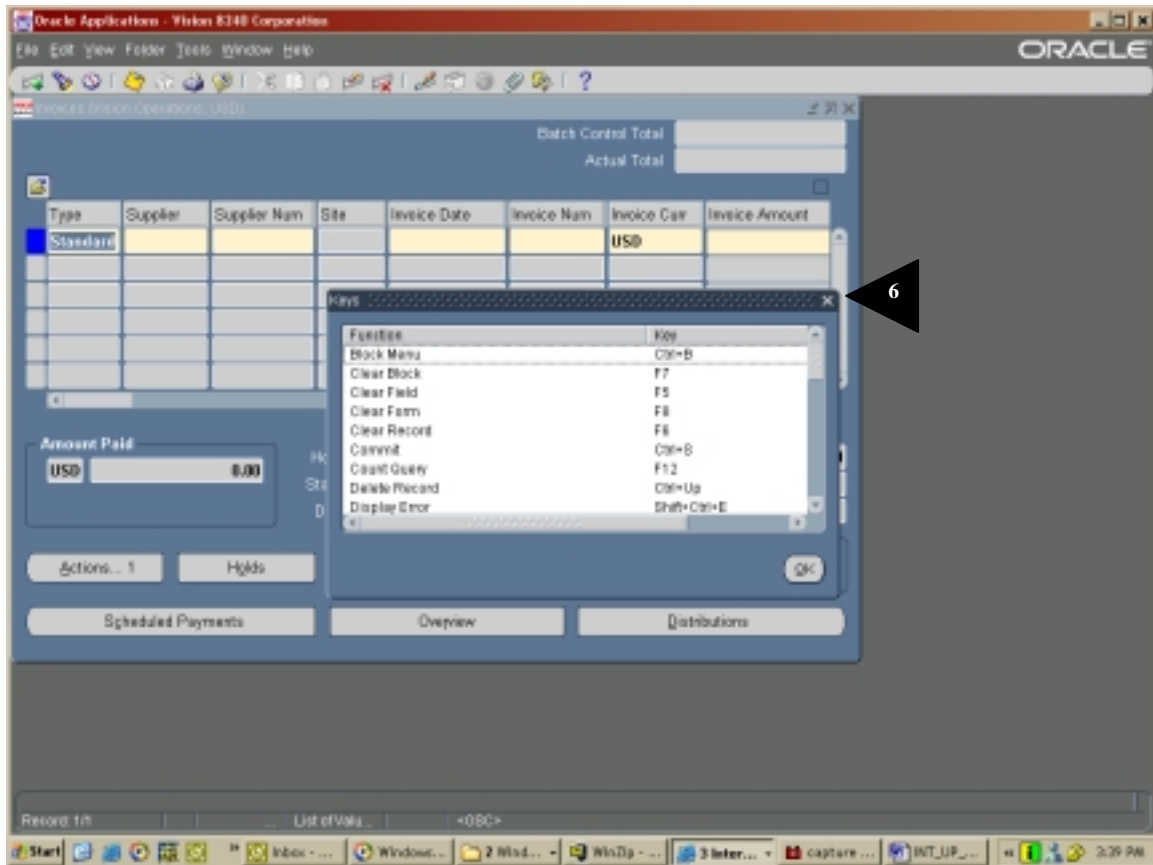


Field Name **Description/Action**

5. Select Keyboard Help from the Help Menu.

Window Name:

Keys



A window opens with all possible hot key combinations.

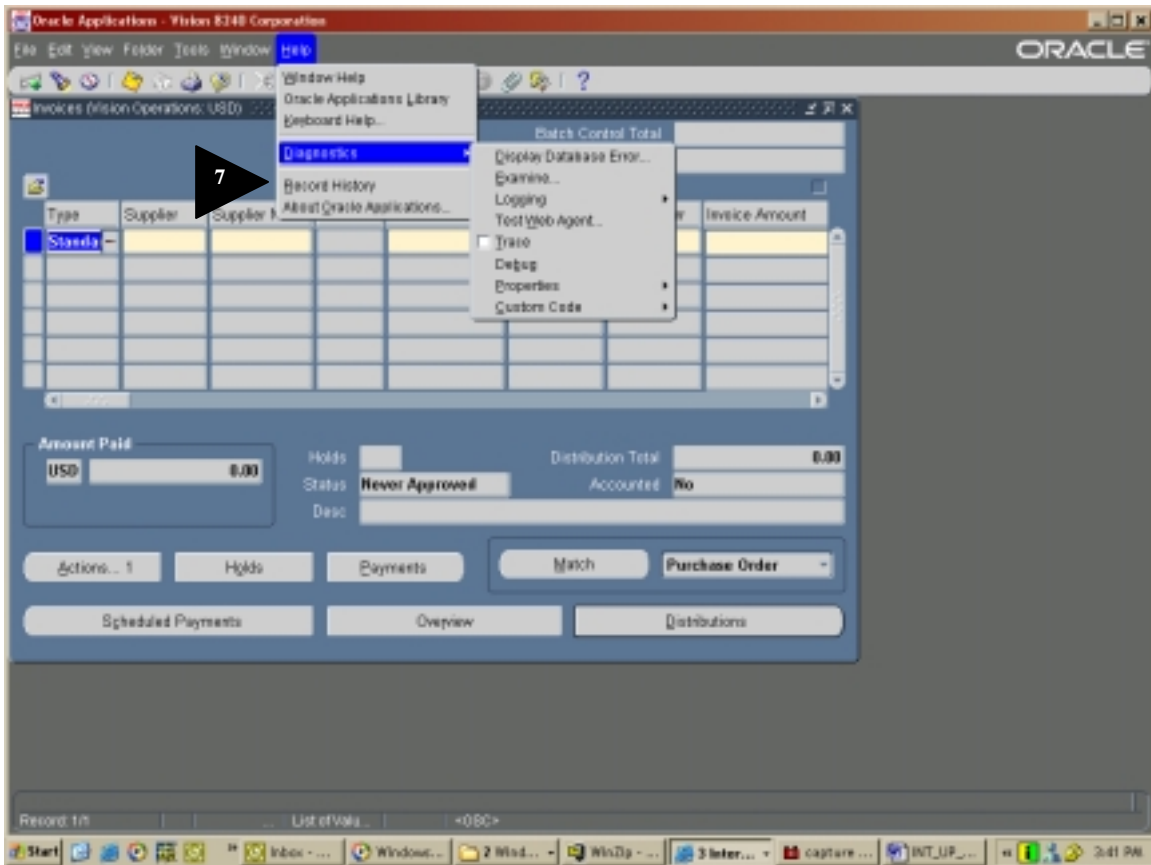
Field Name **Description/Action**

 **Note:** To select a hot key combination, select an item from the list and click on **OK**.

6. Close this window to return to your form.

Window Name:

Invoices



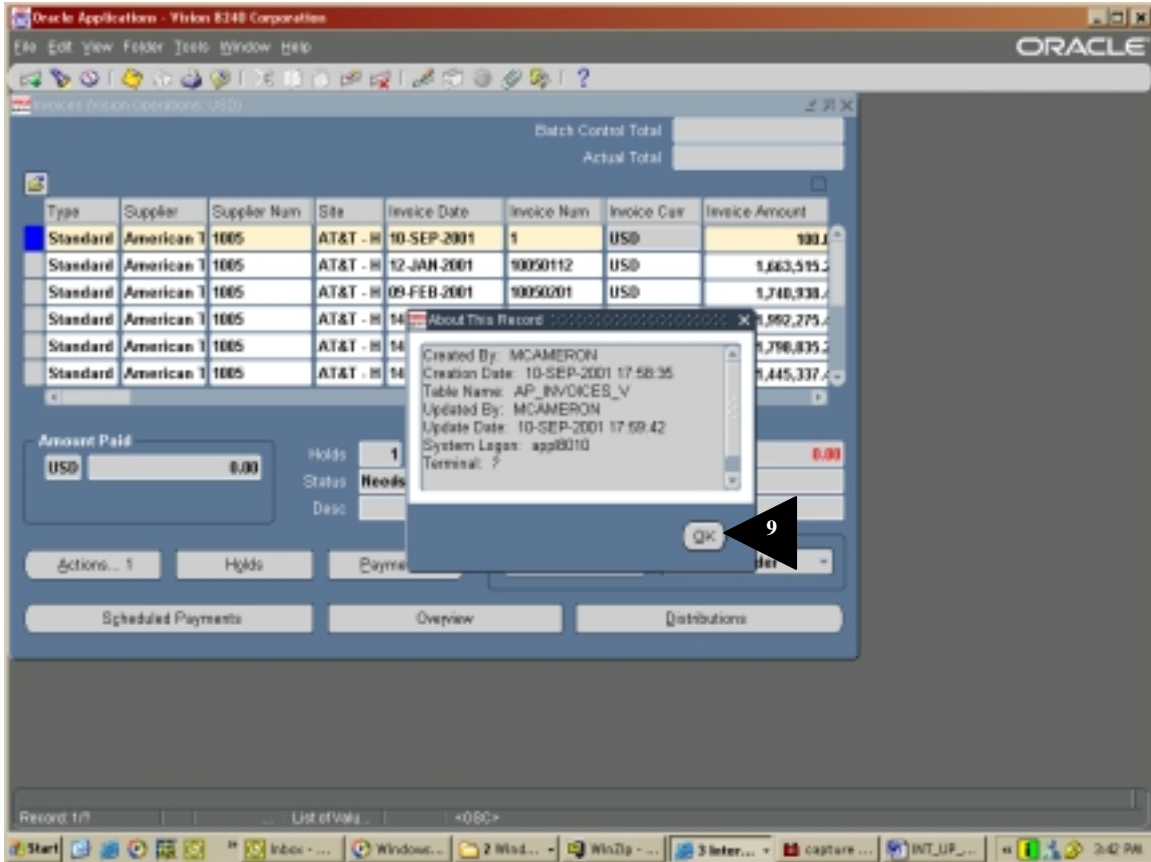
Your diagnostics menu provides various options for resolving issues or errors you encounter in the system.

Field Name	Description/Action
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7. Select Record History from the Help Menu.

Window Name:

About this Record



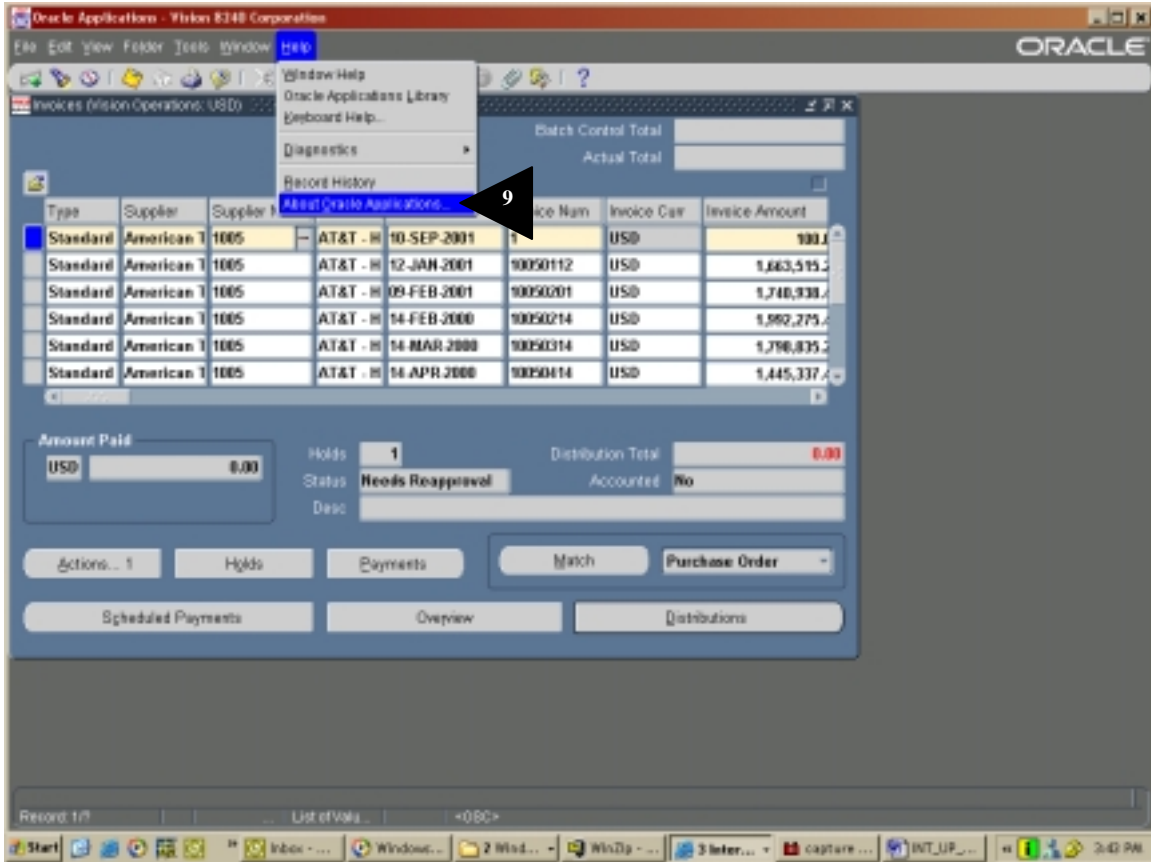
If a record history is available, it will display such information as the user who created the selected record, creation date, and any update information.

Field Name **Description/Action**

8. Click on **OK**.

Window Name:

Invoices

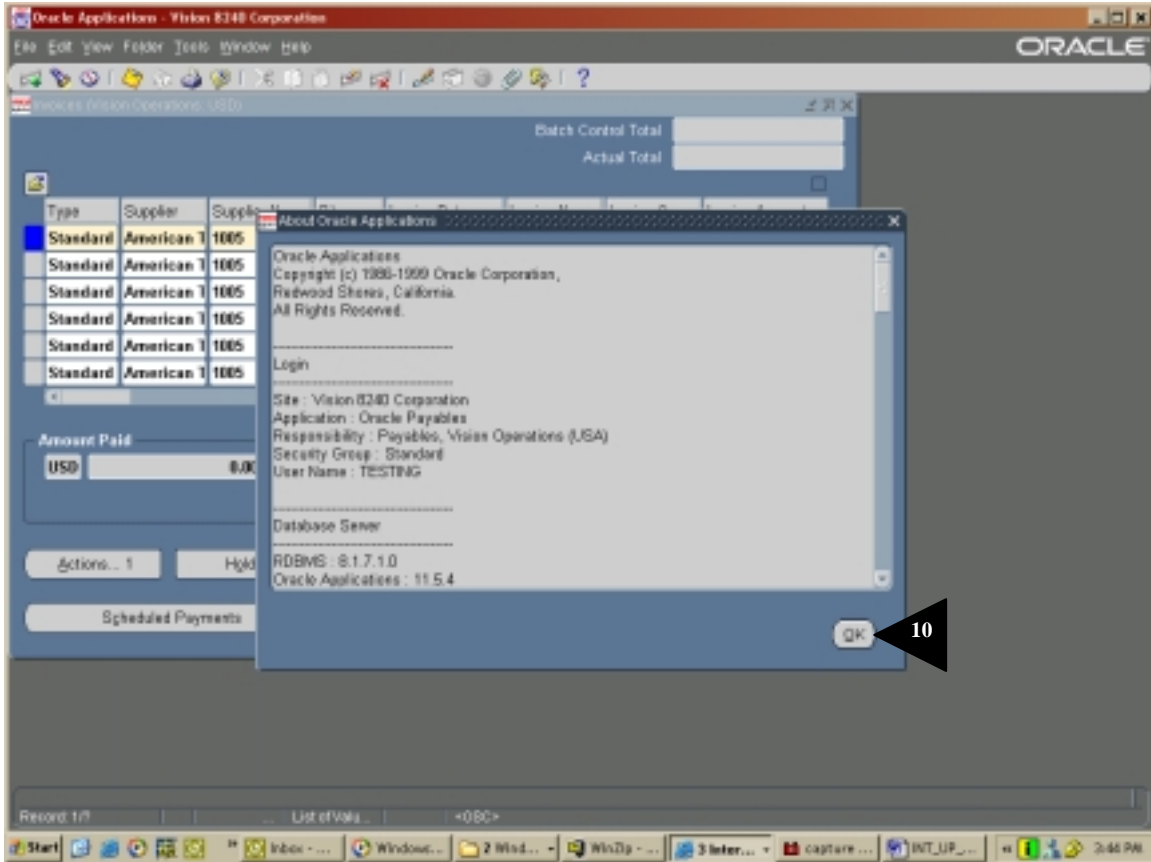


Field Name **Description/Action**

9. Select About Oracle Applications from the Help Menu.

Window Name:

About Oracle Applications



About Oracle Applications displays such information as copyright, version, and responsibility information.

Field Name **Description/Action**

10. Click on **OK** to close this window.



End of procedure