IAPROD’s On-Line Reference System (OLRS)

The OLRS offers HELP for IAPROD screens, elements, error messages and BATCH jobs.

**Data Element HELP**

Data Element HELP describes the field and lists its valid values and their translations. If the system does not accept an entry because it is not on the list of valid values, a diagnostic message will be displayed at the top of the screen.

To access Data Element HELP, put your cursor on the field you want information for and press F2. To exit the OLRS, press F4.

**Screen HELP**

Because some screens are used to perform a number of tasks, Screen HELP presents information by task. It tells you what screen fields to use, the results to expect, and, in case you need more information than the Screen HELP provides about the task, the relevant chapter of the User Guide.

To access Screen HELP, put your cursor on the screen field on the action line and press F2. To exit the OLRS, press F4.

**Diagnostic Message HELP**

To make you aware of incorrect entries or other errors, a one-line diagnostic message appears at the top of the screen. If you move the cursor to the message and press F2, the system provides you with an explanation and tells you what corrective action to take.

**Batch Program Information**

Here’s how to access HELP for a batch program: from the Screen field on any screen in the on-line system, press F1 to access the OLRS Menu. In the Topic ID field on this menu, enter the ID of the program, followed by BP. The topic ID for program ABA110, for example, is ABA110BP.

If you would like to review the list of delivered BATCH jobs per functional area, you can make use of wild cards, *.

- For example to list available BATCH jobs for the Registrar’s area, on the Topic ID field you would type: RB****BP. The first letter of this inquiry represents the functional area you are querying. To query all Billing Batch jobs, you would type BB****BP on the Topic ID field.

Following is the list of SIS functional areas and their codes:
ADS, FRS and HRS users can enter *B****BP to view all their delivered BATCH jobs.

Like Screen HELP, Batch Program HELP is organized by function. For each function performed by the program, the HELP tells you the necessary control record input -- keywords and program transactions. And in case you need more background information about the function, the HELP references the relevant chapter of the appropriate user guide.

**OLRS HELP**

You can access HELP for the OLRS itself by tabbing to the bottom of the OLRS Menu and entering a question mark.