



FOOD & NUTRITION MANAGEMENT SYSTEMS

How to use the HELP System

Rev. 08-000

Systems Design has added a help system to assist the end-user in locating the option to request a report. Most reports will have the Program Number in the upper right-hand corner near the page #. The Program Number is a three-letter code followed by three numbers and optionally more letters or numbers. Food Service reports begin with SCH, Lunch Application being with LAM, Inventory begin with INV and Time Card reports begin with TMS. Following is an example of a report heading:

```
BUNA ISD                JAN 26, 2009    02:53-PM          PAGE: 1
OFF CAMPUS ACTIVITIES REPORT AT: 01-26-2009          SCH958
```

In this case, the program # is SCH958. To locate where this report prints from you will enter HELP at any ENTER MENU OPTION prompt:

```
ENTER MENU OPTION-[HELP ]
```

After entering HELP you will be prompted to conform your choice. Type Y to accept; otherwise type N.

```
*** REPORT LOOKUP HELP ***                OK? (Y/N)-[_]
ENTER MENU OPTION-[HELP ]
```

You will be prompted to enter the program name from a report:

```
REPORT LOOKUP HELP
```

Example: The Free/Reduced Report in Application Order.
Shows the Program Name and It's Version Number > SCH404AP24.
The 24 is the Version Number. You Will Type Only > SCH404AP.

```
Enter Report Program Name From Top
Right Corner or <Enter> to exit--->
```

After entering a Program Number, the system displays where the program may be selected:

```
Go To

FS 02 05
FS 07 05
PRESS <Enter> to exit--->
```

If you enter an invalid Program Number, no selects will display; otherwise all possible locations are shown.

Press [ENTER] when you are finished noting the locations.