

HELP

System Level Help

Screen Level Help

Field Level Help

About Texas Electronic Registrar

Online Help

Within TER, the Help option can be selected to open an online help document. Users have access to several distinct levels of help, each appropriate for the Birth or Birth 2005 module:

- System Level Help
 - This provides an index and search screen. The index lists the various Help Topics. Users can scroll through the Help Topics of interest or search the Help document for a particular topic
- Screen Level Help
 - This level of help is related to the current screen.
- Field Level Help
 - This level of help provides information that is related to any individual field on any of the data entry screens.
- About Texas Electronic Registrar
 - This lists system information regarding the current version of the software.

Navigating System and Screen Level Help

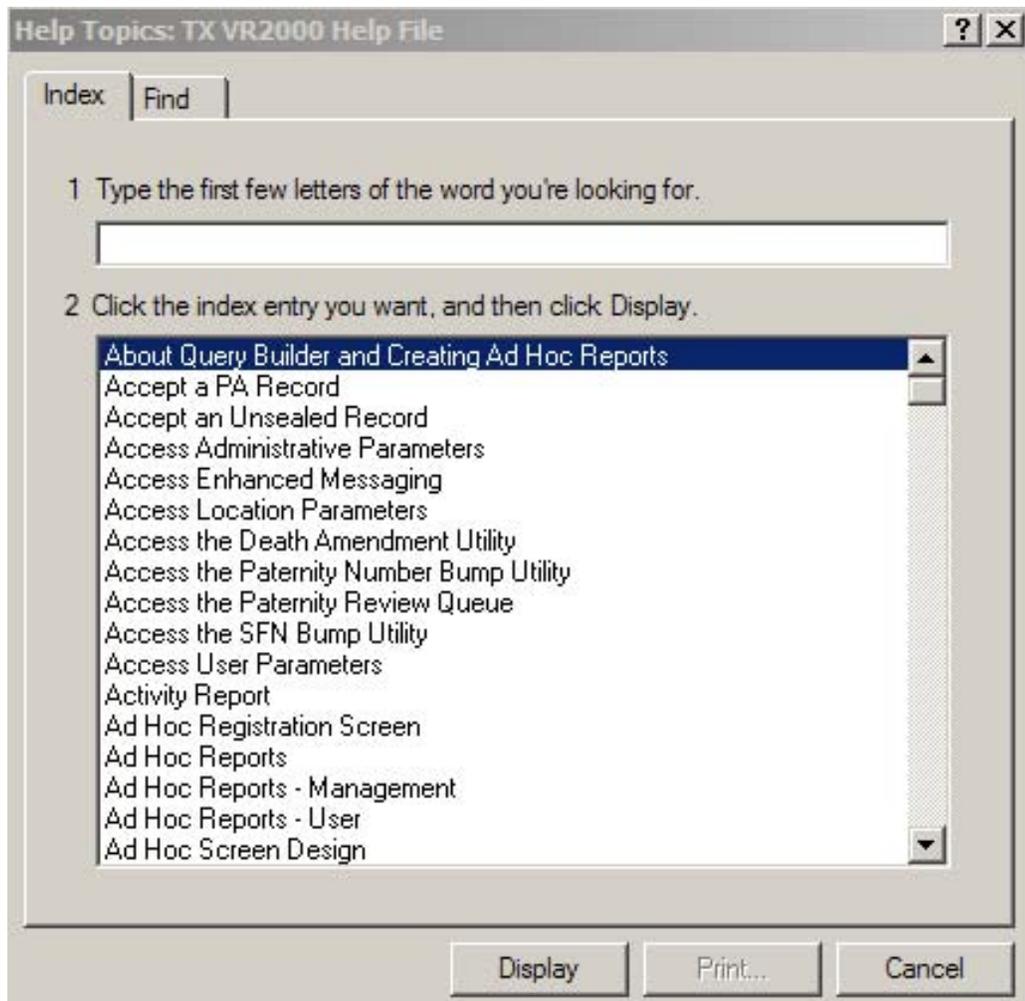
Within the System and Screen Level Help (commonly referred to as ‘on-line’ help), there are ***jumps*** within many of the topics. These ***jumps*** are displayed in a green font color and are also underlined. The term ‘jumps’ is descriptive because when a user clicks on a ***jump***, the Help system will ‘jump’ to that specific topic. Along with ***jumps***, there are also ***pop-ups***. These pop-ups are also displayed in the Green font color but are underlined with a dash. When a user clicks on a ***pop-up***, a ‘pop-up’ window will display. In TER, pop-ups are commonly used to display definitions.

There are other navigational tools in the Help features. Clicking the ***Back*** button will return the user ‘back’ to the last topic that was accessed. The ***Print*** button sends the current topic to the printer and the << and >> buttons will display the previous or next topic in the browse order.

System Level Help

System Level Help provides three ways to search for a help topic.

- The **Contents** tab presents a list of categories that have been used to organize related topics.
- The **Index** tab presents a list of all the help topics within the help file. The list will be sorted in alphabetical order.
- The **Find** tab provides a way to search for individual words.



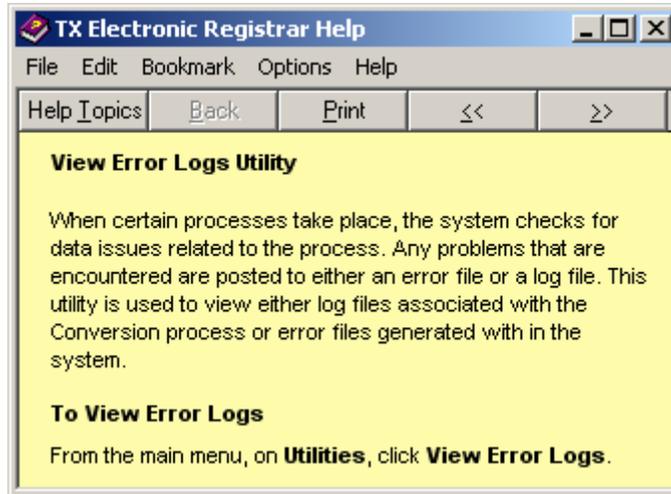
How to Access System Level Help

1. On the menu item **Help**, click **Search** or press **F1**.
2. Select your topic of interest by double-clicking on the topic.
OR
Single click on the selected topic and click the **Display** button.

Screen Level Help

Screen Level Help displays a specific topic related to the screen that is open.

For example, to request help while in the View Error Log Window, the system responds with the following when you press **Shift + F1**.



How to Access Screen Level Help

Press **Shift + F1**.

Note: For additional information, access System Level Help by clicking the **Help Topics** button in the toolbar of the Help window.

Field Level Help

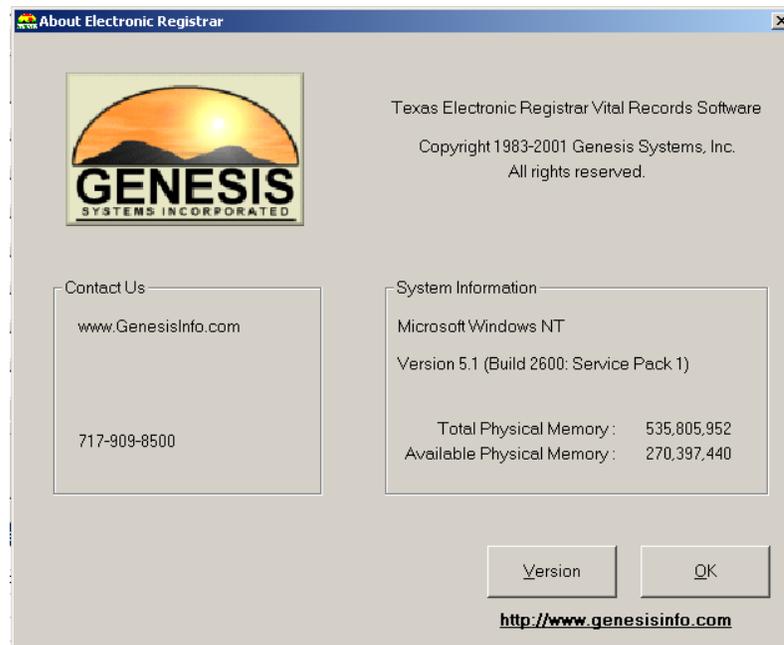
Field Level Help is related to any individual field on the data entry screens. Field Level Help is created by the TDSHS using the Field Help Utility.

With 'focus' on the field in question, press **Alt + F1**.
If help is available for that field, it will appear.



About Electronic Registrar

This window will present system information including details regarding the current versions of each component of the software.



How to Access *About Electronic Registrar*

On the menu item **Help**, click **About**.

More HELP

- TER Facility User Guide
- Quick Reference Guide
- Support

–(800) 452-9115 - Technical Support
(installation, printers, network issues)

–help-ter@dshs.state.tx.us