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Timecard Page

Application Help

This file contains the help for the Lancelot application.

Lancelot - Main Window Help

This is the help panel for the main window. The main window contains the following areas:

- The title bar icon, which provides access to the system menu.
- The window title, which displays the title of the window.
- The menu bar, which allows the user to select specific actions.
- A status line.
- A client area which contains a container, which allows the user to select Personnel Query or user-defined query action.

Lancelot - Main Container Help

This is the help panel for the Main [Container](#).

Lancelot - Main View Help

This is the help panel for the Main [View](#) action. Click this to get a detail menu.

Lancelot - Main Open View Help

This is the help panel for the Main [Open](#) action. Click this to open different views of this container objects.

Lancelot - Main Icon View Help

This is the help panel for the Main [Icon View](#) action. Click this to display container objects in Icon View.

Lancelot - Main Tree View Help

This is the help panel for the Main [Tree View](#) action. Click this to display container objects in Tree View.

Lancelot - Main Details View Help

This is the help panel for the Main [Detail View](#) action. Click this to display container objects in Detail View.

Lancelot - Main View Select Help

This is the help panel for the Main [View Select](#) action. Click this to get a detail menu

Lancelot - Main View Select All Help

This is the help panel for the Main [View Select All](#) action. Click this to select all container objects.

Lancelot - Main View Deselect Help

This is the help panel for the Main [View Select De](#) action. Click this to deselect all container objects.

Lancelot - Main Sort Help

This is the help panel for the Main [Sort](#) action. Click [this](#) to get a detail menu

Lancelot - Main Sort Ascending Help

This is the help panel for the Main [Sort Ascending](#) action. Click this to sort container objects in ascending order.

Lancelot - Main Sort Descending Help

This is the help panel for the Main [Sort Descending](#) action. Click this to sort container objects in descending order.

Lancelot - Main View Arrange Help

This is the help panel for the Main [View Arrange](#) action. Click this to arrange the view of container objects.

Lancelot - Main View Close Help

This is the help panel for the Main [View Close](#) action. Click this to close the view of container objects.

Lancelot - Main Selected Help

This is the help panel for the Main [Selected](#) action. Click this to get a pull down menu for open and delete.

Lancelot - Main Selected Open Help

This is the help panel for the Main Selected [Open](#) action. Click this to open the selected container objects.

Lancelot - Main Selected Delete Help

This is the help panel for the Main Selected [Delete](#) action. Click this to delete the selected container objects.

Lancelot - Main Help for Help

This is the help panel for the Main Help for [Help](#) action. Click this to get a detail menu.

Lancelot - Main Help for Index Help

This is the help panel for the Main [Help for Index Help](#) action. Click this to get a system help of all help panel's id.

Lancelot - Main Help for General Help

This is the help panel for the Main [Help for General Help](#) action. Click this to get a system help about the main window.

Lancelot - Main Help for Using Help

This is the help panel for the Main [Help for Using Help](#) action. Click this to get a system help about how to use help.

Lancelot - Main Help for Keys Help

This is the help panel for the Main [Help for Keys Help](#) action. Click this to get help about system and application provided keys.

Lancelot - Main Help for Product Help

This is the help panel for the Main [Help for Product Help](#) action. Click this for product information.

Lancelot - Keys Help Panel

This is the keys help panel.

The following is a list of system-provided keys:

Alt-F4	Close window
Alt-F10	Select menu bar

The following is a list of application-provided keys:

Ctrl + /	Select all objects
Ctrl + \	Deselect all objects

Lancelot - Personnel Listing Help

This is the help panel for the Personnel Listing Window. The Personnel Listing window contains the following areas:

- The title bar icon, which provides access to the system menu.
- The window title, which displays the title of the window.
- The menu bar, which allows the user to select specific actions.
- A status line.
- A client area which contains a container, which allows the user to select persons objects.

Lancelot - Personnel Listing Container Help

This is the help panel for the Personnel Listing [Container](#).

Lancelot - Personnel Listing View Help

This is the help panel for the Personnel Listing [View](#) action. Click this to get a detail menu.

Lancelot - Personnel Listing Open View Help

This is the help panel for the Personnel Listing [Open View](#) action. Click this to open different views of this container objects.

Lancelot - Personnel Listing Icon View Help

This is the help panel for the Personnel Listing [Icon View](#) action. Click this to display container objects in Icon View.

Lancelot - Personnel Listing Tree View Help

This is the help panel for the Personnel Listing [Tree View](#) action. Click this to display container objects in Tree View.

Lancelot - Personnel Listing Details View Help

This is the help panel for the Personnel Listing [Detail View](#) action. Click this to display container objects in Detail View.

Lancelot - Personnel Listing View Select Help

This is the help panel for the Personnel Listing [View Select](#) action. Click this to get a detail menu.

Lancelot - Personnel Listing View Select All Help

This is the help panel for the Personnel Listing [View Select All](#) action. Click this to select all container objects.

Lancelot - Personnel Listing View Deselect Help

This is the help panel for the Personnel Listing [View Select De](#) action. Click this to deselect all container objects.

Lancelot - Personnel Listing Sort Help

This is the help panel for the Personnel Listing [Sort](#) action. Click [this](#) to get a detail menu

Lancelot - Personnel Listing Sort Ascending Help

This is the help panel for the Personnel Listing [Sort Ascending](#) action. Click this to sort container objects in ascending order.

Lancelot - Personnel Listing Sort Descending Help

This is the help panel for the Personnel Listing [Sort Descending](#) action. Click this to sort container objects in descending order.

Lancelot - Personnel Listing View Arrange Help

This is the help panel for the Personnel Listing [View Arrange](#) action. Click this to arrange the view of container objects.

Lancelot - Personnel Listing View Close Help

This is the help panel for the Personnel Listing [View Close](#) action. Click this to close the view of container objects.

Lancelot - Personnel Listing Selected Help

This is the help panel for the Personnel Listing [Selected](#) action. Click this to get a detail menu.

Lancelot - Personnel Listing Selected Open Help

This is the help panel for the Personnel Listing Selected [Open](#) action. Click this to open the selected persons.

Lancelot - Personnel Listing Selected Delete Help

This is the help panel for the Personnel Listing Selected [Delete](#) action. Click this to delete the selected persons.

Lancelot - Personnel Listing Selected Create Help

This is the help panel for the Personnel Listing Selected [Create](#) action. Click this to create the selected persons.

Lancelot - Personnel Listing Selected Transfer Help

This is the help panel for the Personnel Listing Selected [Transfer](#) action. Click this to transfer the selected persons.

Lancelot - Personnel Listing Help for Help

This is the help panel for the Personnel Listing Help for [Help](#) action. Click this to get a detail menu.

Lancelot - Personnel Listing Help for Index Help

This is the help panel for the Personnel Listing [Help for Index Help](#) action. Click this to get a system help of all help panel's id.

Lancelot - Personnel Listing Help for General Help

This is the help panel for the Personnel Listing [Help for General Help](#) action. Click this to get a system help about the main window.

Lancelot - Personnel Listing Help for Using Help

This is the help panel for the Personnel Listing [Help for Using Help](#) action. Click this to get a system help about how to use help.

Lancelot - Personnel Listing Help for Keys Help

This is the help panel for the Personnel Listing [Help for Keys Help](#) action. Click this to get help about system and application provided keys.

Lancelot - Personnel Listing Help for Product Help

This is the help panel for the Personnel Listing [Help for Product Help](#) action. Click this for product information.

Lancelot - Personnel Keys Help Panel

This is the personnel keys help panel.

The following is a list of system-provided keys:

Alt-F4	Close window
Alt-F10	Select menu bar

The following is a list of application-provided keys:

Ctrl + /	Select all objects
Ctrl + \	Deselect all objects

Lancelot - Main Notebook Help

This is the help panel for the main notebook. The main notebook contains the following areas:

- The title bar icon, which provides access to the system menu.
- The window title, which displays the title of the window.
- The menu bar, which allows the user to select specific actions.
- A status line.
- A client area which contains entries for general employee information and notebook tabs to select Time Card, Skill , Account, Status, Badge, Working, Tasks and Projects pages:.

Lancelot - General Page Help

This is the General Page help panel.

The following is a list of entry fields, radio buttons and push buttons.

Entry fields for Employee information

Employee Number:	Enter employee's serial number
Last Name:	Enter employee's last name
First Name:	Enter employee's first name
MI:	Enter employee's middle initial
Internal Telephone:	Enter employee's internal work phone number
External Telephone:	Enter employee's external/home phone number
Room:	Enter employee's office room number
Building:	Enter employee's office building number
Department:	Enter employee's department number
Division:	Enter employee's division number

Radio buttons for Employee type

Regular -	Click on Regular radio button if this is the employee's type
Manager -	Click on Manager radio button if he/she is a manager
Supplemental -	Click on Supplemental radio button if this is the employee's type

Entry field for Manager's employee information

Manager's Employee Number:	Enter manager's employee serial number
Manager's Name:	Enter manager's full name

Push Buttons

Query:	Click this button to query the information of this general page
Undo:	Click this button to undo the information that you just entered
Help:	Click this button to get help panel for this general notebook page

Lancelot - Skill Page Help Panel

This is the Skill Page help panel.

The following is a list of entry field, spin button, container box and push buttons.

Entry field and spin button

Skill:	Enter skill in this entry field which can be added, changed or removed from the read only container box.
Years Exp:	Select years of experience with this spin button which can be added, changed or removed from the read only container box.

Container control box for Current Skills/Years Exp

Horizontal scroll bar -	To view more current Skills/Years Exp in the container box.
Vertical scroll bar -	To view more current Skills/Years Exp in the container box.

Push Buttons

Add:	Click this button to add Skill/Years Exp to container box
Change:	Click this button to change Skill/Years Exp from the container box. First, select the item in the container. Second, make any changes in the data fields. Third, click the change button to complete the change.
Remove:	Click this button to remove Skill/Years Exp from container box
Query:	Click this button to query the information of this skill page
Undo:	Click this button to undo the information that you just entered
Help:	Click this button to get help panel for this skill page

Lancelot - Account Page Help

This is the Account help panel.

The following is a list of entry fields, container box and push buttons.

Entry fields

User ID:	Enter user id in this entry field which can be added, changed or removed from the read only container box.
Node/System:	Enter node/system in this entry field which can be added, changed or removed from the read only container box.

Container control box for User ID and Node/Syetem

Horizontal scroll bar - To view more User ID and Node/System in the container box.

Vertical scroll bar - To view more User ID and Node/System in the container box.

Push Buttons

Add:	Click this button to add User ID and Node/System to container box
Change:	Click this button to change Skill/Years Exp from the container box. First, select the item in the container. Second, make any changes in the data fields. Third, click the change button to complete the change.
Remove:	Click this button to remove User ID and Node/System from container box
Query:	Click this button to query the information of this account page
Undo:	Click this button to undo the information that you just entered
Help:	Click this button to get help panel for this account page

Lancelot - Status Page Help

This is the Status help panel.

The following is a list of check box, entry fields and push buttons.

Check box for Status

Active: Click to check or uncheck the active status

Entry fields

Start Date: Enter mm/dd/yy that the employee was hired
End Date: Enter mm/dd/yy that the employee was left
Hourly Rate: Enter the hourly rate that this employee earned

Push Buttons

Query: Click this button to query the information of this status page
Undo: Click this button to undo the information that you just entered
Help: Click this button to get help panel for this status page

Lancelot - Badge Page Help

This is the Badge help panel.

The following is a list of entry fields and push buttons.

Entry fields

Badge Number:	Enter employee's badge number
Issue Date:	Enter mm/dd/yy that the badge was issued
Expiration Date:	Enter mm/dd/yy that the badge was expired

Push Buttons

Query:	Click this button to query the information of this badge page
Undo:	Click this button to undo the information that you just entered
Help:	Click this button to get help panel for this badge page

Lancelot - Project Page Help

This is the Project help panel.

The Project page contains entry fields, a comboboxes, push buttons, and a container.

Entry fields

Project: Enter a project name
Description: Enter a description for the project

Combobox

Responsible Manager: Choose the manager from the dropdown combobox who is responsible for this project.

Container

Contains the defined project names, project descriptions, project active status, responsible managers, and whether the projects are active.

Push Buttons

Undo: Click this button to undo the information that you just entered
Help: Click this button to get help for this project page
Add: Click this button to add to the container the project, description, active status, and responsible manager information that appears in the fields.
Change: Click this button to change Skill/Years Exp from the container box. First, select the item in the container. Second, make any changes in the data fields. Third, click the change button to complete the change.
Remove: Click this button to remove the container's highlighted project.

Lancelot - Task Page Help

This is the Task help panel.

The Task page contains entry fields, push buttons, and a container.

Entry fields

Task:	Enter a task name
Description:	Enter a description for the task

Container

Contains the defined task names, task descriptions, and whether the tasks are billable.

Push Buttons

Undo:	Click this button to undo the information that you just entered
Help:	Click this button to get help for this task page
Add:	Click this button to add to the container the task, description, and billable status information that appears in the fields.
Change:	Click this button to change Skill/Years Exp from the container box. First, select the item in the container. Second, make any changes in the data fields. Third, click the change button to complete the change.
Remove:	Click this button to remove the container's highlighted task.

Lancelot - Timecard Page Help

This is the Timecard help panel.

The Timecard page contains a scrollable viewport, entryfields, comboboxes, spinbuttons, pushbuttons, and an optional pie chart.

Viewport

The viewport is a scrollable window that contains timecard entries.

Entryfields in the viewport

Date: Enter the date for a particular task performed

Comboboxes in the viewport

Project: Select the appropriate project from the dropdown combobox.
Task: Select the task you performed from the dropdown combobox.

Spinbuttons in the viewport

Hours: Select the appropriate hours worked for the specified task.

Push Buttons

Undo: Click this button to undo the information that you just entered
Help: Click this button to get help for this timecard page

Pie chart

For the environments that support the UI 2-D graphics, the pie chart and legend represent the hours worked this week for each task.

Lancelot - Deleting Personnel Help Panel

You are attempting to delete a person from your personnel database. In most cases, you would set the person to inactive status rather than delete all history of this employee. To set a person to inactive status, deselect the **Active** checkbox in the **Status** page of the person's information notebook.

