

\$¹#²

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\$⁵

Application Help

This file contains the help for the Lancelot application.

\$⁶#⁷

Lancelot - Main Window Help

K⁸

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.

6Lancelot - Main Window Help

71000

8;Main Window

\$⁹#¹⁰

Lancelot - Main Container Help

K¹¹

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

9Lancelot - Main Container Help

101001

11;Main Container

\$¹²#¹³

Lancelot - Main View Help

K¹⁴

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

12Lancelot - Main View Help

131100

14;Main View

\$¹⁵#¹⁶

Lancelot - Main Open View Help

K¹⁷

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

15Lancelot - Main Open View Help

161110

17;Main Open View

\$¹⁸#¹⁹

Lancelot - Main Icon View Help

K²⁰

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

18Lancelot - Main Icon View Help

191111

20;Main Icon View

\$²¹#²²

Lancelot - Main Tree View Help

K²³

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

21Lancelot - Main Tree View Help

221112

23;Main Tree View

\$²⁴#²⁵

Lancelot - Main Details View Help

K²⁶

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

24Lancelot - Main Details View Help

251113

26;Main Details View

\$²⁷#²⁸

Lancelot - Main View Select Help

K²⁹

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

27Lancelot - Main View Select Help

281120

29;Main View Select

\$³⁰#³¹

Lancelot - Main View Select All Help

K³²

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

30Lancelot - Main View Select All Help

311121

32;Main View Select All

\$³³#³⁴

Lancelot - Main View Deselect Help

K³⁵

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

33Lancelot - Main View Deselect Help

341122

35;Main View Deselect All

\$³⁶#³⁷

Lancelot - Main Sort Help

K³⁸

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

\$³⁹#⁴⁰

Lancelot - Main Sort Ascending Help

K⁴¹

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

39Lancelot - Main Sort Ascending Help

401131

41;Main Sort Ascending

\$⁴²#⁴³

Lancelot - Main Sort Descending Help

K⁴⁴

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

42Lancelot - Main Sort Descending Help

431132

44;Main Sort Descending

\$⁴⁵#⁴⁶

Lancelot - Main View Arrange Help

K⁴⁷

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

45Lancelot - Main View Arrange Help

461140

47;Main View Arrange

\$⁴⁸#⁴⁹

Lancelot - Main View Close Help

K⁵⁰

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

48Lancelot - Main View Close Help

491150

50;Main View Close

\$⁵¹#⁵²

Lancelot - Main Selected Help

K⁵³

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

51Lancelot - Main Selected Help

521200

53;Main Selected

\$⁵⁴#⁵⁵

Lancelot - Main Selected Open Help

K⁵⁶

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

54Lancelot - Main Selected Open Help

551205

56;Main Selected Open

\$⁵⁷#⁵⁸

Lancelot - Main Selected Delete Help

K⁵⁹

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

57Lancelot - Main Selected Delete Help

581206

59;Main Selected Delete

\$⁶⁰#⁶¹

Lancelot - Main Help for Help

K⁶²

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

60Lancelot - Main Help for Help

611300

62;Main Help

\$⁶³#⁶⁴

Lancelot - Main Help for Index Help

K⁶⁵

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.

63Lancelot - Main Help for Index Help

641410

65;Main Help for Index

\$⁶⁶#⁶⁷

Lancelot - Main Help for General Help

K⁶⁸

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

66Lancelot - Main Help for General Help

671420

68;Main Help for General

\$⁶⁹#⁷⁰

Lancelot - Main Help for Using Help

K⁷¹

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.

69Lancelot - Main Help for Using Help

701430

71;Main Help for Using

\$⁷²#⁷³

Lancelot - Main Help for Keys Help

K⁷⁴

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

72Lancelot - Main Help for Keys Help

731340

74;Main Help for Keys

\$⁷⁵#⁷⁶

Lancelot - Main Help for Product Help

K⁷⁷

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

75Lancelot - Main Help for Product Help

761450

77;Main Help for Product

\$⁷⁸#⁷⁹

Lancelot - Keys Help Panel

K⁸⁰

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

78Lancelot - Keys Help Panel

791540

80;Main Keys Help

\$⁸¹#⁸²

Lancelot - Personnel Listing Help

K⁸³

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.

81Lancelot - Personnel Listing Help

822000

83;Personnel Listing

\$⁸⁴#⁸⁵

Lancelot - Personnel Listing Container Help

K⁸⁶

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

84Lancelot - Personnel Listing Container Help

852001

86;Personnel Listing Container

\$⁸⁷#⁸⁸

Lancelot - Personnel Listing View Help

K⁸⁹

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

87Lancelot - Personnel Listing View Help

882100

89;Personnel Listing View

\$⁹⁰#⁹¹

Lancelot - Personnel Listing Open View Help

K⁹²

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

90Lancelot - Personnel Listing Open View Help

912110

92;Personnel Listing Open View

\$⁹³#⁹⁴

Lancelot - Personnel Listing Icon View Help

K⁹⁵

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

93Lancelot - Personnel Listing Icon View Help

942111

95;Personnel Listing Icon View

\$⁹⁶#⁹⁷

Lancelot - Personnel Listing Tree View Help

K⁹⁸

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

96Lancelot - Personnel Listing Tree View Help

972112

98;Personnel Listing Tree View

\$⁹⁹#¹⁰⁰

Lancelot - Personnel Listing Details View Help

K¹⁰¹

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

99Lancelot - Personnel Listing Details View Help

1002113

101;Personnel Listing Details View

\$¹⁰²#¹⁰³

Lancelot - Personnel Listing View Select Help

K¹⁰⁴

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

102Lancelot - Personnel Listing View Select Help

1032120

104;Personnel Listing View Select

\$¹⁰⁵#¹⁰⁶

Lancelot - Personnel Listing View Select All Help

K¹⁰⁷

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

105Lancelot - Personnel Listing View Select All Help

1062121

107;Personnel Listing View Select All

\$¹⁰⁸#¹⁰⁹

Lancelot - Personnel Listing View Deselect Help

K¹¹⁰

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

108Lancelot - Personnel Listing View Deselect Help

1092122

110;Personnel Listing View Deselect All

\$¹¹¹#¹¹²

Lancelot - Personnel Listing Sort Help

K¹¹³

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

111Lancelot - Personnel Listing Sort Help

1122130

113;Personnel Listing Sort

\$¹¹⁴#¹¹⁵

Lancelot - Personnel Listing Sort Ascending Help

K¹¹⁶

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

114Lancelot - Personnel Listing Sort Ascending Help

1152131

116;Personnel Listing Sort Ascending

\$¹¹⁷#¹¹⁸

Lancelot - Personnel Listing Sort Descending Help

K¹¹⁹

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

117Lancelot - Personnel Listing Sort Descending Help

1182132

119;Personnel Listing Sort Descending

\$¹²⁰#¹²¹

Lancelot - Personnel Listing View Arrange Help

K¹²²

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

120Lancelot - Personnel Listing View Arrange Help

1212140

122;Personnel Listing View Arrange

\$¹²³#¹²⁴

Lancelot - Personnel Listing View Close Help

K¹²⁵

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

123Lancelot - Personnel Listing View Close Help

1242150

125;Personnel Listing View Close

\$¹²⁶#¹²⁷

Lancelot - Personnel Listing Selected Help

K¹²⁸

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

126Lancelot - Personnel Listing Selected Help

1272200

128;Personnel Listing Selected

\$¹²⁹#¹³⁰

Lancelot - Personnel Listing Selected Open Help

K¹³¹

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

129Lancelot - Personnel Listing Selected Open Help

1302210

131;Personnel Listing Selected Open

\$¹³²#¹³³

Lancelot - Personnel Listing Selected Delete Help

K¹³⁴

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

132Lancelot - Personnel Listing Selected Delete Help

1332220

134;Personnel Listing Selected Delete

\$¹³⁵#¹³⁶

Lancelot - Personnel Listing Selected Create Help

K¹³⁷

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

135Lancelot - Personnel Listing Selected Create Help

1362230

137;Personnel Listing Selected Create

\$¹³⁸#¹³⁹

Lancelot - Personnel Listing Selected Transfer Help

K¹⁴⁰

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

138Lancelot - Personnel Listing Selected Transfer Help

1392240

140;Personnel Listing Selected Transfer

\$¹⁴¹#¹⁴²

Lancelot - Personnel Listing Help for Help

K¹⁴³

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

141Lancelot - Personnel Listing Help for Help

1422300

143;Personnel Listing Help

\$¹⁴⁴#¹⁴⁵

Lancelot - Personnel Listing Help for Index Help

K¹⁴⁶

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.

144Lancelot - Personnel Listing Help for Index Help

1452410

146;Personnel Listing for Index

\$¹⁴⁷#¹⁴⁸

Lancelot - Personnel Listing Help for General Help

K¹⁴⁹

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.

147Lancelot - Personnel Listing Help for General Help

1482420

149;Personnel Listing for General

\$¹⁵⁰#¹⁵¹

Lancelot - Personnel Listing Help for Using Help

K¹⁵²

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.

150Lancelot - Personnel Listing Help for Using Help

1512430

152;Personnel Listing for Using

\$¹⁵³#¹⁵⁴

Lancelot - Personnel Listing Help for Keys Help

K¹⁵⁵

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.

153Lancelot - Personnel Listing Help for Keys Help

1542340

155;Personnel Listing for Keys

\$¹⁵⁶#¹⁵⁷

Lancelot - Personnel Listing Help for Product Help

K¹⁵⁸

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

156Lancelot - Personnel Listing Help for Product Help

1572450

158;Personnel Listing for Product

\$¹⁵⁹#¹⁶⁰

Lancelot - Personnel Keys Help Panel

K¹⁶¹

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

159Lancelot - Personnel Keys Help Panel

1602540

161;Personnel Keys

\$¹⁶²#¹⁶³

Lancelot - Main Notebook Help

K¹⁶⁴

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:.

162Lancelot - Main Notebook Help

163950

164;Main Notebook Help

\$¹⁶⁵#¹⁶⁶

Lancelot - General Page Help

K¹⁶⁷

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

165Lancelot - General Page Help

16651

167;General Page

\$¹⁶⁸#¹⁶⁹

Lancelot - Skill Page Help Panel

K¹⁷⁰

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

168Lancelot - Skill Page Help Panel

16970

170;Skill Page

Lancelot - Account Page Help

K¹⁷³

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

\$¹⁷⁴#¹⁷⁵

Lancelot - Status Page Help

K¹⁷⁶

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 unckeck 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

\$¹⁷⁷#¹⁷⁸

Lancelot - Badge Page Help

K¹⁷⁹

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

\$¹⁸⁰#¹⁸¹

Lancelot - Project Page Help

K¹⁸²

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.

180Lancelot - Project Page Help

181110

182;Project Page

\$¹⁸³#¹⁸⁴

Lancelot - Task Page Help

K¹⁸⁵

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.

183Lancelot - Task Page Help

18490

185;Task Page

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Lancelot - Timecard Page Help

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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.

186Lancelot - Timecard Page Help

187120

188;Timecard Page

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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.