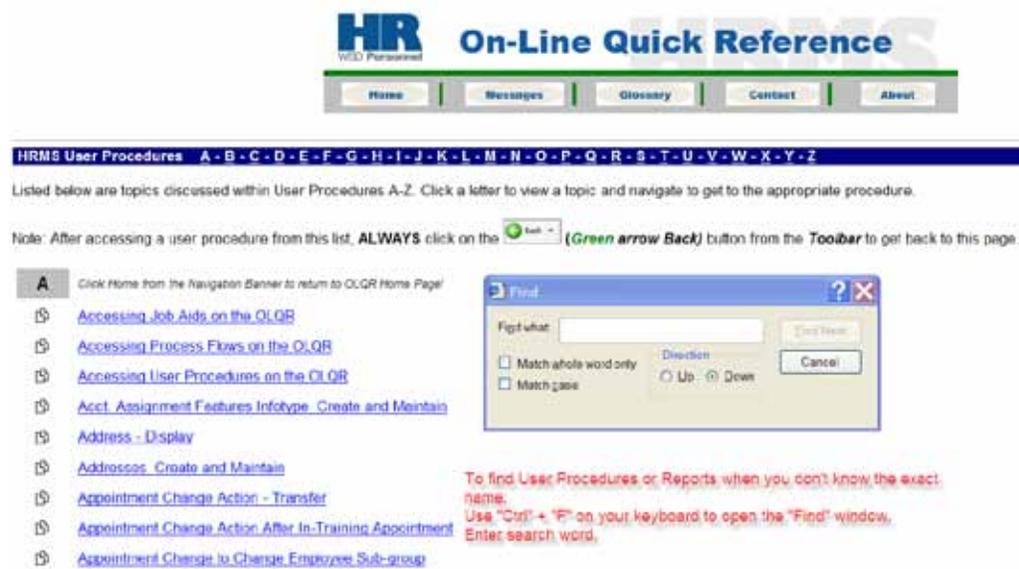


HRMS Tips – “Ctrl + F”

Use this tip to find **user procedures or reports** in the OnLine Quick Reference (OLQR) when you can't remember the exact title of the procedure or report you need.

DOP will be rolling out a new Website later this year. We'll be moving the contents of the OLQR to the new Website, which will have a Search function. Until then, here's a handy little tip that will make it just a little bit easier to find that report or user procedure when you can't remember exactly what it's called, especially the ones that still start with “Create” or “Maintain.”

Example: find a user procedure for “Job Compensation,” (which isn't under “J” for “Job”). In OLQR User Procedures, enter “Ctrl + F” on your keyboard to get a “Find” window.



The screenshot shows the HRMS On-Line Quick Reference website. At the top, there is a navigation bar with buttons for Home, Messages, Glossary, Contact, and About. Below this is a blue banner with the text "HRMS User Procedures" and a list of letters from A to Z. A note below the banner states: "Listed below are topics discussed within User Procedures A-Z. Click a letter to view a topic and navigate to get to the appropriate procedure. Note: After accessing a user procedure from this list, ALWAYS click on the (Green arrow Back) button from the Toolbar to get back to this page." Below the note is a list of user procedures under the letter 'A'. A 'Find' dialog box is open over the list, with the text "job" entered in the "Find what:" field. The dialog box has checkboxes for "Match whole word only" and "Match case", and radio buttons for "Up" and "Down" under the "Direction" label. A red text box next to the dialog box says: "To find User Procedures or Reports when you don't know the exact name, Use 'Ctrl' + 'F' on your keyboard to open the 'Find' window, Enter search word."

Type in “Job” and press the Enter key or “Find next.”



The screenshot shows the HRMS On-Line Quick Reference website. At the top, there is a navigation bar with buttons for Home, Messages, Glossary, Contact, and About. Below this is a blue banner with the text "HRMS User Procedures" and a list of letters from A to Z. A list of user procedures is shown under the letter 'M'. A 'Find' dialog box is open over the list, with the text "job" entered in the "Find what:" field. The dialog box has checkboxes for "Match whole word only" and "Match case", and radio buttons for "Up" and "Down" under the "Direction" label. The "Down" radio button is selected.

This will take you to the first instance of the word “Job” in a user procedure title. Keep pressing “Enter” or “Find next” to get to the procedure you want. One thing to remember – if you enter another Search word, you may need to select “Up” or “Down”– very similar to a Search in Word. **Note:** *this tip also works inside individual reports, job aids, and user procedures. In the Glossary, however, you must first click your cursor inside of the table area of the Glossary.*