

Creating Reusable Field Descriptions

[Galaxy Web](#) and [Galaxy Electronic Time and Attendance \(GETA\)](#) use multiple fields for data input and display. Each application is divided into modules, screens, tabs, and subtabs. Tabs and subtabs contain multiple fields.

The screenshot displays the 'Monitor Invoices' screen. At the top, there is a 'Search' tab and a 'Details' tab. Below the tabs, the screen shows the following data:

Invoice Number	Type	Invoice Date	PO Number	Accrual Number	Print Status	Invoice Status	Invoice Status Change Date	Invoice Amount	Amount Paid	Credit Memo Amount	Adjusted Invoice Amount	Outstanding Amount	Customer Number	Customer Name	Department Name
0000001	AR	08/30/2022	123456		PRINTED	PARTIAL PAY	09/21/2022	150.00	70.00	10.00	140.00	70.00	00083	DOLPHIN SWIM CLUB	RECREATION
0000002	AR	08/31/2022			NOT PRINTED	OPEN	08/31/2022	20.00	0.00	0.00	20.00	20.00	00083	DOLPHIN SWIM CLUB	RECREATION
0000003	AR	08/31/2022	P123456789		PRINTED	VOIDED	10/13/2022	500.00	0.00	0.00	500.00	0.00	00083	DOLPHIN SWIM CLUB	RECREATION
0000004	AR	08/31/2022	P06001234		PRINTED	OPEN	08/31/2022	500.00	0.00	10.00	490.00	490.00	00083	DOLPHIN SWIM CLUB	RECREATION
0000005	AR	08/31/2022	P06001234		PRINTED	PARTIAL PAY	10/14/2022	500.00	100.00	41.50	458.50	358.50	00083	DOLPHIN SWIM CLUB	RECREATION
0000006	AR	09/07/2022			PRINTED	OPEN	09/07/2022	50.00	0.00	0.00	50.00	50.00	00083	DOLPHIN SWIM CLUB	RECREATION
0000007	AR	09/13/2022			PRINTED	READY FOR DEPOSIT	09/25/2022	50.00	0.00	0.00	50.00	0.00	00083	DOLPHIN SWIM CLUB	RECREATION
Totals:								3,020.00	530.00	71.50	2,958.50	1,788.50			

Below the table, there are buttons for 'Excel' and 'Print'. The screen also includes a 'View Payment History' subtab and a 'View/Edit Invoice' subtab. The 'View/Edit Invoice' subtab is active, showing a detailed view of the invoice with columns for Invoice Number, Receipt Number, Deposit Status, Batch Number, Batch District Approver, Transaction ID, Payment Created By, Payment Date, Credit Memo Amount, Currency Amount, Coin Amount, Credit Card Amount, Check Amount, Check Number, and Total Amount.

Invoice Number	Receipt Number	Deposit Status	Batch Number	Batch District Approver	Transaction ID	Payment Created By	Payment Date	Credit Memo Amount	Currency Amount	Coin Amount	Credit Card Amount	Check Amount	Check Number	Total Amount
0000005	00005	1 - Undeposited				199243 - KRISTEN-TEF	10/14/2022	0.00	0.00	50.00	0.00	0.00	0	50.00

Below this table, there are buttons for 'Excel' and 'Print'.

Galaxy Web and GETA contain thousands of fields to document. To ensure an efficient field documentation process, descriptions are written once for each contextual usage, and then reused as many times as needed in the documentation.

The remainder of this article helps you to:

- Understand field description documentation [requirements](#).
- Understand the [context](#) in which field descriptions appear in documents.
- Learn how to use DITA XML to [set up reusable field description text](#).

Requirements

- Each field shall have a corresponding description.
- Field descriptions shall be reused whenever possible. For example, the description of the **Fiscal Year** field is the same on most application screens so one description can be reused many times.
- Different versions of field descriptions shall be written to accommodate the context of the screen. For example, the purpose of the **From Date** field on one screen may be different than the purpose of the **From Date** field on another screen. Each purpose requires a different contextual field description.
- Field descriptions shall be visible in screen reference topics, in both online help and PDF versions of documents.
- In online help topics, field descriptions shall be hidden in online help topics. Instead, field names shall be listed under screen shots. When a user points at the name of a field, the description appears. When a user clicks the name of a field, the appropriate screen description topic opens.
- In PDF versions of documents, cross-references with page numbers will appear in task topics instead of the list of field names.

Context

- [Screen reference topics](#) appear in both online help and PDF versions of documents. These topics describe all the fields that appear on one tab or subtab of an application screen. For example, the description of the **From Date** field is shown in the red box below.

Search Tab

Screen Reference Topic

Use the Search tab to start a new leave request or find an existing request.

The screenshot shows a search interface with the following elements:

- Search** and **Details** tabs.
- From Date:** and **To Date:** input fields.
- Position:** dropdown menu with "CUSTODIAN (2-153-033)" selected.
- Type of Leave:** dropdown menu.
- Worksite:** input field with a search icon.
- Document ID:** input field.
- Approval Alias User ID:** input field with a search icon.
- Approver User ID:** input field with a search icon.
- External Leave Confirmation Number:** input field.
- Adjustments only:** checkbox.
- Status** dropdown menu with the following options:
 - Select All
 - Approved
 - Denied
 - Pending
 - Processed
 - Processing...
 - Not Submitted
 - Deleted
- Find** and **Clear** buttons.

Fields

Use the fields on this tab to enter the values needed to find one or more of your leave requests.

From Date

The first leave date. This date must be no sooner than July 1 of the current fiscal year and no more than one year into the future. For leave adjustments, this is the first date of leave the adjustment applies to.

To Date

The last leave date. For leave adjustments, this is the last date of leave the adjustment applies to.

Screen Reference Topic in Online Help

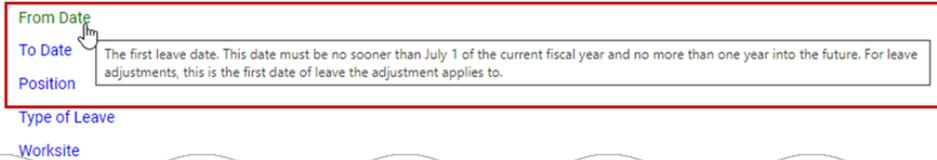
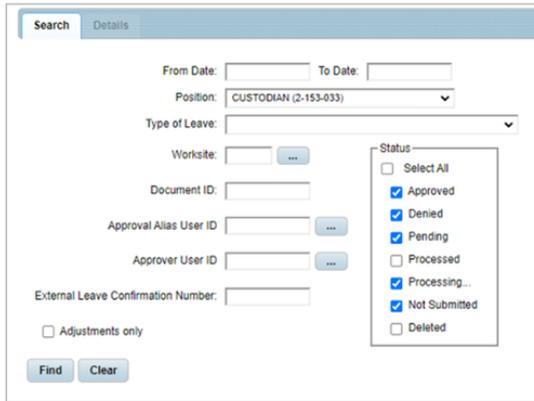
- **Task topics** appear in both online help and PDF versions of documentation, but in different ways.

In online help, task topics include lists of field names below screen shots. When a user points at a field name, the description of the field appears as hover text. When a user clicks on a field name, the corresponding screen reference topic opens. This is a **layering technique** that allows users to access more information when they need it instead of having to take the time to look up information in another part of the help system.

In PDF versions of documents, there are no lists of field names below screen shots. Instead, there is a cross-reference with a page number to the corresponding screen reference topic.

2. On the Search tab, enter values into fields that match the leave request to find.

Task Topic



Task Topic in Online Help

Instructions

Creating reusable field descriptions requires a glossary entry topic for each field name, a screen reference topic for each tab or subtab on a screen, and field lists in various task topics.

Glossary Entry Topic

Create one glossary entry topic for each field name. This topic can contain multiple definitions, one for each contextual use of the field.

1. Create a file named **field_field-name.dita** and save it to the **common** folder.

For example, for the **From Date** field, create a file named **field_from-date.dita** and save it to **S:\ITS\dita_getalcommon**.

2. In the glossary entry topic, code one **<glossentry>** element, as shown below.

```
<?xml version="1.0" encoding="utf-8"?>
<!DOCTYPE glossentry PUBLIC "-//OASIS//DTD DITA Glossary Entry//EN" "glossaryentry.dtd">
<glossentry id="a">
  <glossterm>From Date</glossterm>
  <glossdef>
    <!-- Modify Alternate Approvers screen, Details tab -->
    <ph id="1">The first date the user can approve requests as the alternate
    approver.</ph>
    <!-- Employee Schedules Forecast, Search tab -->
    <ph id="2">The first date included in the forecasted work schedule.</ph>
    <!-- My Leave Requests, Search tab -->
    <ph id="3">The first leave date. This date must be no sooner than July 1 of the
    current fiscal year and no more than one year into the future. For leave
    adjustments, this is the first date of leave the adjustment applies to.</ph>
  </glossdef>
</glossentry>
```

- Assign the **id="a"** attribute to the **<glossentry>** element.
- Code a **<glossterm>** element using the name of the field.
- For each contextual field description, enter a comment that identifies the screen, tab, and subtab names that contain the field.

- For each contextual field description, code a **<ph>** element with the text of the description. Assign a unique number to the **id=** attribute.

i The **id=** attribute values in glossary entry topics will be referenced by field descriptions in screen reference topics.

Screen Reference Topics

Screen reference topics describe fields and buttons that appear on screen. Create one screen reference topic for each tab and subtab on an application screen.

1. Create a file named **screen_screen-name_tab-name.dita** and save it to the **screens** folder.
For example, create a file named **screen_my-leave-requests_search.dita** and save it to **S:\ITS\dita_getalscreens**.
2. In the screen reference topic, code one **<dl>** element for each area of a tab. An area is a clearly identifiable space on the tab. For example, fields within labeled boxes, fields grouped together on one part of a tab, or the fields located in rows and columns. Then, create one **<dentry>** element for each field in the area, as shown below.

```

<section>
  <title>Fields</title>
  <p>Use the fields on this tab to enter the values needed to find one or more of
  your leave requests.</p>
  <dl>
    <dentry id="search-fields">
      <dentry id="from-date">
        <dt>From Date</dt>
        <dd><ph
          conref="../common/field_from-date.dita#a/3"
          id="desc-from-date" />
          <indexterm>From Date field</indexterm>
        </dd>
      </dentry>
      <dentry id="to-date">
        <dt>To Date</dt>
        <dd><ph
          conref="../common/field_to-date.dita#a/3"
          id="desc-to-date" />
          <indexterm>To Date field</indexterm></dd>
      </dentry>
    </dl>
  <dl>
    <dentry id="status">
      <dt>Status</dt>
      <dd><ph
        conref="../common/field_status.dita#a/1"
        id="desc-status" />
        <indexterm>Status field</indexterm>
      </dd>
    </dentry>
  </dl>
</section>

```

- a. Assign a hyphenated version of the field name to the **<dentry>** element **id=** attribute. For example, if the name of the field is **From Date**, code **id="from-date"**.
- b. Enter the **<dt>** element with the name of the field, as it appears on the screen.
- c. Code a **<dd>** element that contains a **<ph>** element with a **conref=** attribute that references a contextual field description in the glossary entry topic. In this example, the third field description for the My Leave Requests screen, Search tab is referenced.

