

Mapping Help Topics to GETA Screens

Galaxy Web and Galaxy Electronic Time and Attendance (GETA) are both designed with one Help button per screen, no matter how many tabs or subtabs the screen contains. Therefore, only one help topic can be associated with each application screen.

The remainder of this article helps you to:

- Understand the [requirements](#) for accessing help topics from application screens.
- Understand the [context](#) in which topics are linked to the opening help topic.
- Learn how to use PL/SQL Developer to [map help topics to application screens](#).

Requirements

- Each application screen shall map to only one help topic.
- All related topics shall be linked to the topic opened by the Help button.
- Technical Writer shall update the database table that maps application screens to help topics.

Context

When a user clicks the Help button on an application screen, the [landing page](#) for that screen opens.

The landing page is a Help topic that describes the purpose of the application screen and provides links to concept, task, and reference topics that answer commonly asked questions about the screen.

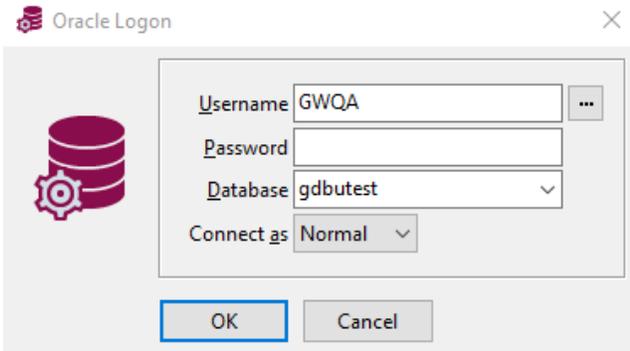
To ensure that the appropriate landing page appears when a user clicks the Help button, the URL of the help topic must be mapped to each GETA screen.

Instructions

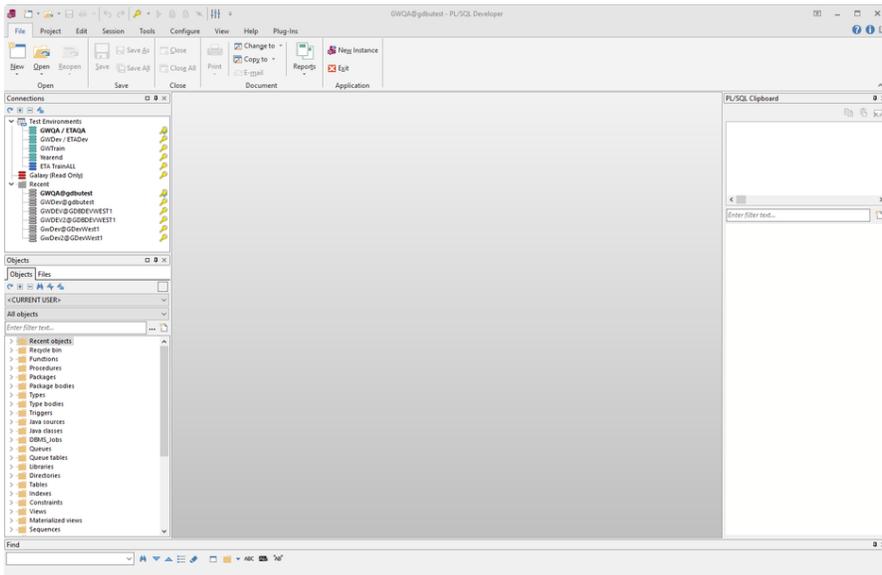
Repeat the following steps for each database to update (Development, QA, and Production).

1. Log in to a database using PL/SQL Developer.

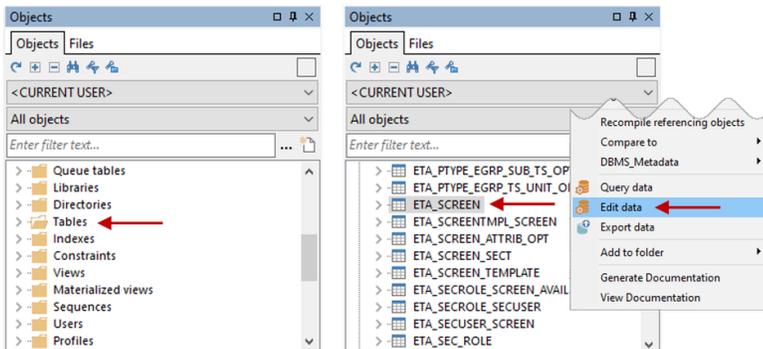
Obtain the Oracle database username, password, and database name from the Systems Development Administrator.



PL/SQL Developer opens.



2. In the Objects panel, expand **TABLES**, right click **ETA_SCREEN**, and then choose **Edit data**.



The data defined for the ETA_SCREEN table appears in the PL/SQL Developer window.

ETA_SCREEN_KEY	ETA_SCREEN_NBR	ETA_SCREEN_DESC	MENU_URL	NODE_TYPE	PARENT_SCRN_KEY	SHOW
1	1	1000000	Employee Self Service	folder		Y
2	2	2000000	Leave Management	folder		Y
3	3	3000000	System Configuration	folder		Y
4	4	4000000	Work Scheduling	folder		Y
5	5	5000000	Overtime Management	folder		Y
6	6	6000000	Time Management	folder		Y
7	7	1030000	Employee Information Options	folder		1 Y
8	8	1010000	Employee Information	folder		1 Y
9	9	1020000	Employee Information Approval	folder		1 Y
10	10	2010000	Catastrophic Sick Leave	folder		2 Y
11	11	2020000	Leave Approval	folder		2 Y
12	12	2030000	Leave Processing	folder		2 Y
13	13	2040000	Leave Request	folder		2 Y
14	14	2050000	Leave Options	folder		2 Y
15	15	3031100	Approval Management	folder		3 Y
16	16	3030000	User Preferences	folder		3 Y
17	17	3010000	System Configuration Options	folder		3 Y
18	18	3020000	User Security	folder		3 Y
19	19	4040000	Work Scheduling Options	folder		4 Y
20	20	4020000	Employee Maintenance	folder		4 Y
21	21	4030000	Work Year Calendar	folder		4 Y
22	22	5022500	For Testing	folder		5 N
23	23	6030000	Time Entry Approval	folder		6 Y
24	24	6040000	Payroll Process	folder		6 Y
25	25	5030000	Overtime Options	folder		6 Y
26	26	5020000	Overtime Approval	folder		6 Y
27	27	5010000	Overtime Request	folder		6 Y
28	28	6010000	Time Entry Options	folder		6 Y
29	29	6020000	Time Entry	folder		6 Y
30	30	1012000	My Profile	screen	myProfile	8 Y
31	31	2021000	Leave Approvals	screen	leaveApprovals	11 Y
32	32	2031000	Leave Plan Assignment	screen	leavePlanAssignment	12 Y

3. Drag the HELP_URL column to the right of the ETA_SCREEN_DESC column.

ETA_SCREEN_NBR	ETA_SCREEN_DESC	HELP_URL
1	6047000	View Payroll Adjustments
2	6030000	Time Entry Approval
3	6031000	Time Entry Approvals
4	6032000	Substitute Time Entry Approvals
5	6025000	Class Coverage
6	6012000	Modify Payroll Options
7	6026000	My Substitute Timesheet
8	2041100	Employee Leave Requests
9	2042200	My Leave Requests
10	6029000	Class Coverage
11	6014000	Position Type/Employee Group Time Entry Options
12	6016000	My Groups
13	6038000	Modify Funding Approval List
14	6040000	Payroll Process
15	6041000	Enter Multiple Payroll Adjustments
16	6042000	View Multiple Payroll Adjustments

4. Click **Fetch Last Page** to view all rows.



5. For each deployed screen row, enter the help topic URL into the HELP_URL column using the following format:

/getadoc/folder/screen_name.html

For example, for the My Groups screen, enter: */getadoc/topics_screens/screen_my-groups.html*

ETA_SCREEN_DESC	HELP_URL
My Groups	<i>/getadoc/topics_screens/screen_my-groups.html</i>
Modify Funding Approval List	

Note: Leave the HELP_URL column blank for GETA screens that are not yet deployed.

6. Click **Post Changes**.



7. At the top of the screen, click **Commit**.



The URLs are saved to the database you logged in to.

8. Test the mapping:

- a. Log in to GETA.
- b. Click **Help** buttons on each deployed screen.
- c. Make sure the appropriate Help topic appears for each screen.
- d. Repeat the instructions above to correct mapping errors.