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.

/ac	ation Plar	n Code:										
							т	otal Rows: 12				
	Delete	Vacation Plan Code		Vacation Pla	an Code Description		Months Before Eligible	Advanc	ement	Months of Service is	Use Alternate Accrual Method	Apply Maximum Balance Rollover Each Payroll Cycl
•		A	A-CONF	& SUPV VACATIO	DN .		0	Pay Perio	d Accrual	Based on Hire or Vacation Basis Date		
	Delete	Months of S	ervice /	Accrual Factor	Maximum Accrual	Maximum Bala	ance Rollov	er				
4		0		80.0000	160.0000		0.00	00				
		12		96.0000	160.0000		0.00	00				
		36		120.0000	160.0000		0.00	00				
		108		160.0000	200.0000		0.00	00				
		В	B-CLASS	IFIED VACATION	ACCRUAL		0	Pay Perio	d Accrual	Based on Hire or Vacation Basis Date		
•		с	C-SEC TO	O THE SUPERINT	TENDENT		0	Pay Perio	d Accrual	Based on Hire or Vacation Basis Date		
•		к	K-CL CAE	BINET VACATION	10 DAYS		0	One-Time	Advance	Based on Hire or Vacation Basis Date		
		L	L-M				0		Advance	Based on Hire or Vacation Basis Date		
•			M-12 MO	CL MGMT VACAT	TION 10 DAYS		0	One-Time Advance		Based on Hire or Vacation Basis Date		
•		m					0	One-Time Advance		Based on Hire or Vacation Basis Date		
•		N	N-M									
•		N O	N-M O-M				0	One-Time	Advance	Based on Hire or Vacation Basis Date	0	
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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.

Modify User Accounts	Sample Landing Page		
Login credentials are the user ID and pass Roles define a set of screens that a user c extend the functionality of some screens. screens users can open.One user account	word an employee needs to log in to GET an access. Some roles go a step further t <i>Screen permissions</i> define which GETA is required for each GETA user.	A. O	
Learn How to Use this Screen Adding a User Account[] Changing a User's Email Address[] Resetting a User's Password[] Activating/Deactivating a User Account _[]	Look Up a Field Description Search Tab Modify User Tab Roles Tab Screen Permissions Tab	Learn About a Related Concept User Accounts	
u u	Browse the GETA Help Center Help Center Home page		

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.

👼 Oracle Logo	n X
	Username GWQA ···· Password Database gdbutest ··· Connect as Normal ··
	OK Cancel

PL/SQL Developer opens.



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

Objects	□ ₽ ×	Objects	□ ₽ ×
Objects Files		Objects Files	
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<current user=""></current>	~	<current user=""></current>	~ ~ ~
All objects	~	All objects	Recompile referencing objects
Enter filter text	🛅	Enter filter text	Compare to •
> - Queue tables	^	ETA_PTYPE_EGRP_SUB_TS_OI	P DBMS_Metadata
> - i Libraries		> ETA_PTYPE_EGRP_TS_UNIT_C) 👼 Query data
> · i Directories		> 🔠 ETA_SCREEN 🔫	👼 Edit data 🚽
> 🚰 Tables 🚽		> - ETA_SCREENTMPL_SCREEN	Export data
> - indexes		> - ETA_SCREEN_ATTRIB_OPT	
> · i Constraints		> - ETA_SCREEN_SECT	Add to folder
> ·· Views		> - ETA_SCREEN_TEMPLATE	Generate Documentation
> · i Materialized views		> - ETA_SECROLE_SCREEN_AVAI	L View Documentation
> · i Sequences		> - ETA_SECROLE_SECUSER	ner bocanchadon
> ·· 💼 Users		> - ETA_SECUSER_SCREEN	
> - Profiles	~	> - ETA_SEC_ROLE	~

	ETA_SCREEN_KEY ETA_SCREEN_NE	R ETA_SCREEN_DESC	MENU_URL		NODE_TYPE _	PARENT_SCRN_KEY	SHOW
1	1 100	0000 Employee Self Service			folder		Y
2	2 200	0000 Leave Management			folder	•	Υ
3	3 300	0000 System Configuration			folder		Y
4	4 400	0000 Work Scheduling			folder	•	γ
5	5 500	0000 Overtime Management	***		folder		Y
6	6 600	0000 Time Management			folder		Y
7	7 103	0000 Employee Information C	Options		folder	1	Y
8	8 101	0000 Employee Information			folder	•	Y
9	9 102	0000 Employee Information A	Approval ····		folder	1	Υ
10	10 201	0000 Catastrophic Sick Leave			folder		2 Y
11	11 202	0000 Leave Approval			folder		2 Y
12	12 203	0000 Leave Processing			folder		2 Y
13	13 204	0000 Leave Request			folder	1 2	2 Y
14	14 205	0000 Leave Options			folder		2 Y
15	15 303	1100 Approval Management			folder	-	3 Y
16	16 303	0000 User Preferences			folder		β Y
17	17 301	0000 System Configuration O	ptions		folder	1	3 Y
18	18 302	0000 User Security			folder		3 Y
19	19 404	0000 Work Scheduling Option	ns ····		folder	8 4	I Y
20	20 402	0000 Employee Maintenance			folder	· 4	ŧΥ
21	21 403	0000 Work Year Calendar	***		folder	1	4 Y
22	22 502	2500 For Testing			folder		i N
23	23 603	0000 Time Entry Approval	***		folder		jΥ
24	24 604	0000 Payroll Process			folder		γ
25	25 503	0000 Overtime Options	***		folder		iΥ
26	26 502	0000 Overtime Approval			folder	. (jγ
27	27 501	0000 Overtime Request	***	***	folder	8 (γ
28	28 601	0000 Time Entry Options		•••	folder		γ
29	29 602	0000 Time Entry			folder		γ
30	30 101	2000 My Profile	··· myProfile		screen	. 8	3 Y
31	31 202	1000 Leave Approvals	···· leaveApprovals	***	screen	11	Y
32	32 203	1000 Leave Plan Assignment	··· leavePlanAssignmer	nt …	screen	12	2 Y

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

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

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		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	/getadoc/topics_screens/screen_my-groups.html …
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.