Module 3: Using the System
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Logging On

Entering Your Userid and Password

To enter your userid and password:

1. At the Logon Screen (Figure 3-1), place the cursor at the USERID ==> prompt using the [TAB] key, if necessary.

2. Type your five- or six-character userid.

3. Position the cursor at the PASSWORD ==> prompt using [TAB].

4. Enter your four-character password and press [ENTER].

The Application Selection Menu Screen will be displayed (see Figure 3-2).
Selecting PPS Inquiry/Update

To select PPS Update, place the cursor at the Command => prompt, type in the number associated with the PPS - Production (Inq/Update) option, and press [ENTER]. Or, using [TAB], position the cursor next to the PPS - Production (Inq/Update) field, type in the letter 's' for Select, and press [ENTER].

The number of applications on your Application Selection Menu Screen, as well as their order, may differ from Figure 3-2. When making a selection, please note the description of the application rather than the number.

The Online Applications Main Menu will now be displayed (see Figure 3-4) on the next page.
Accessing the EDB Entry/Update Function Code Menu

The following steps describe how to access the EDB Entry/Update Function Code Menu (Figure 3-5).

1. At the Online Applications Main Menu (Figure 3-4), type ‘EEDB’ at the Next Func prompt and press [ENTER].
2. Or, press [TAB] to advance the cursor to “EEDB EDB Entry/Update” and press [ENTER].

The EDB Entry/Update Function Code Menu screen will now be displayed (see Figure 3.5) on the next page.
The EDB Entry/Update Function Code Menu enables you to select any one of the many screens or bundles that are available for processing actions.

To select a screen or bundle, enter its four-character code in the **Next Func** prompt and press [ENTER]. The system will bring you to the screen or bundle you have selected.
**Screen Layout**

All screens in PPS Online Update have the same basic layout. In general, they contain three sections of information: header, body, and footer. See Figure 3-6.

### Header Section

The header section of each screen contains two types of information: "fixed" and "variable." The fixed information displayed in lines 1 and 2 identifies the screen. The variable information displayed in this area identifies the employee record that is being accessed. See Figure 3-7.

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**Figure 3-7 The header section**

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**Figure 3-6. The header, body, and footer sections of a screen**
**Body Section**

The body section of the screen displays the content of the particular screen. Depending on the type of screen, it will display either data entry fields, messages, a menu, or a list. See Figure 3-9 below.

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**Footer Section**

The footer section contains information which will assist you in navigating from one screen to another. See Figure 3-10.

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Figure 3-9. On this data entry screen, the body area includes the data entry fields

Figure 3-10. The footer section
Hands-on Activity 3.1 - Basic Navigation

1. At the Online Applications Main Menu, if your cursor is not positioned at the Next Func: prompt, press [TAB] until the cursor is positioned correctly.

2. Type **IDDB** and press [ENTER].

   *The EDB Inquiry Departmental Menu appears. The cursor is positioned at the Next Func: prompt again. You need to type the three or four digit code name of the screen that you want to access.*

3. Type **WHO** and press [ENTER].

   *After a few moments, you are taken to the EDB Inquiry Employee Browse screen. You want to move forward and examine the next screen of information. Notice that the cursor is automatically positioned to the left of the first employee listed on the screen.*

4. Press the [F8] key (along the top of the keyboard) to move the cursor forward to the next screen.

5. Press the [F8] key again to move forward to the next screen page of information.

6. Press [F7] to move back to the previous page.

7. Move the cursor up and down the selection field (to the left of the ID field) using the arrow keys.

8. Press [F3].

   *You are returned to the EDB Inquiry Departmental Menu. The [F3] key will return you to the previous menu, no matter where your cursor is positioned on a screen.*

9. If your cursor is not positioned at the Next Func: prompt, press [TAB] until the cursor is positioned correctly.

   *You will access another screen.*

10. Type **IGEN**.

   *Since the text fills the entire field, the cursor moves automatically to the ID prompt.*

11. Press [TAB] once to move the cursor to the Name: prompt.

12. Press [ENTER].
Since you did not type in a name, you are automatically taken to the first name in the Employee Browse Screen.

You only know the last name of the person you want to see. You don’t know which screen the name is on. You will type in the last name.

13. Press [F9].

The cursor “jumps” to the Next Func: prompt.

14. Press [TAB] twice to move the cursor to the Name: prompt.

15. Type REVELLE and press [ENTER].

Since you only specified the last name and gave no initials, you are taken to the start of the REVELLE last name list.

16. Move the cursor down to the MARIA REVELLE record and press [ENTER].

The General Information 1 screen for this employee appears. The cursor is positioned on the Next Func: prompt.

17. Press [TAB].

18. Type 123456789 and press [ENTER].

Notice the error message and the repositioning of the cursor.

19. Move the cursor to the ID field and then delete the numbers in the field by pressing the [CONTROL]-[DELETE] combination. Type 000000001.

You did not want this ID number. You will move the cursor back to the previous field to change the ID number.

20. Hold down [SHIFT] and press [TAB], then release both keys.

The cursor moves back one field. If you continued to press the [SHIFT]-[TAB] combination, the cursor would backup one field each time.

21. Type 000757020 and press [ENTER].

You are taken to the IGEN screen for employee 757020.

22. Press [F3] to return to the EDB Inquiry Departmental Menu.

23. Practice the skills you have learned thus far:

Access the WHO Employee Browse screen.

Access the IGEN screen for an employee of your choice.

Display the IGEN information for employee 000600020 directly
from the IGEN screen.

Also practice typing in the navigation commands at the Command line ===> instead of pressing the function key. For example, use [TAB] to move to the Command Line, type 3 and press [ENTER].

When you finish practicing, return to the EDB Inquiry Departmental Menu.

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**Hands-on Activity 3.2 - Using Inquiry**

*Using the navigation skills you have learned thus far, find the answers to the questions for the following Inquiry screens. If you need help or have any questions, please ask an instructor.*
IGEN   For employee ID # **452520**, what is the Hire Date?

IPER   For the employee named **Kim Smith**, what is the Home Department # and Home Department Name?

IGEN   For the **same employee**, what is the Citizen code and is this code for U.S. citizenship?

IAPP   For employee ID # **907520**, what is the Title Code and Title name for appointment #30?

IADR   For employee ID # **000052**, what is the Permanent Home Address?

IAPT   For the **same employee**, what is the distribution % for distribution # 21?

IGEN   For employee ID # **300675**, what is the Oath and I-9 Signature Date?

IPER   For the **same employee**, what is the Student Status?

IAPP   For the **same employee**, how many total Appt/Dist are showing and how many are remaining?

When you finish the activity, please return to the EDB Inquiry Departmental Menu.
Hands-on Activity 3.3 - Address Change

You will now change the address for an existing employee, on the Employee Personal Data 1 screen.

1. Position the cursor on the Next Func: prompt and type **EADR** (Do not press **[ENTER]**).
   
   The cursor automatically moves to the ID prompt.

   You will be using different employees in the training database for this and other activities. You need to know the ID of the employee for this activity.

2. Examine your **PPS UPDATE CLASS WORK LIST** and find the EMPID for Set **B1**.

3. Type this employee number at the ID prompt and press **[ENTER]**.
   
   The Employee Personal Data 1 screen appears. The cursor is positioned on Permanent Address Line 1 field.

4. Type in a revised address of your choice. Press **[TAB]** to move between fields. Change Line 1, Line 2, City, and Zip fields.

   **Note: Enter street address in Line 2**

5. Press **[F5]**.
   
   The message "Update process complete" appears. Next, you will go directly to a PPS Inquiry screen to check that the record has been updated in the Employee Data Base.

6. If the cursor is not positioned the Next Func: prompt, press **[TAB]** until the cursor is positioned correctly.

7. Type **IADR** and press **[ENTER]**.
   
   Since you did not specify another employee, the record for the current employee is displayed on the Inquiry Personal Data screen.

8. Notice the changed address.

9. Press **[F3]** to return to the Update Function Code Menu.
Activities For Early Finishers

1. Change the address on the EADR screen for the employee in Set B2.

2. Check that the address change was made to the EDB by accessing the IADR screen in Inquiry.

3. Return to the Update at the Function Code Menu when you finish.
Logging Off

To exit from the PPS application, simply press [F12] from any screen.

Please return to the Application Selection Menu after exiting from PPS, by simply pressing the [ENTER] key.

- If the system abnormally ends (abends) and you need to return to the Application Selection Menu, press enter.
- For security reasons, the system will automatically terminate your session after 30 minutes of inactivity.
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