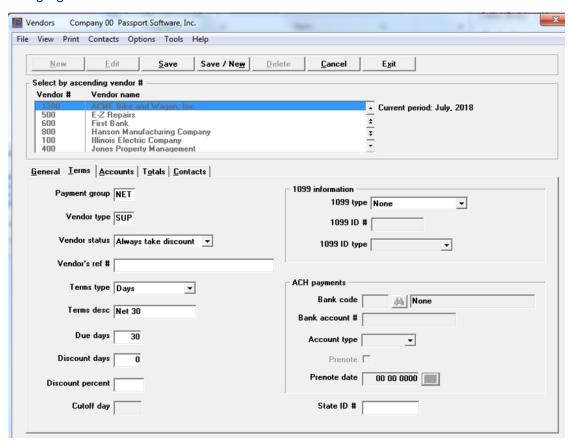
## PBS Tips and Tricks #4 - Contextual Help

Not sure of what to do next, or not sure of what a particular field in PBS does?

PBS actually has two Help functions: 1. Help/information about the field you are currently on, known as Contextual Help, and 2. a general Help function which is essentially an online manual.

Here is how Contextual Help works:

Let's say you have to enter a brand new vendor and, since you don't do this very often, you have forgotten what the "Vendor's ref#" field is all about and is it necessary for what you're doing right now.



Select Help at the top of the screen (or keyboard commends: alt-H or ctl-F1) and then select the first item in the drop down (or alt-e):

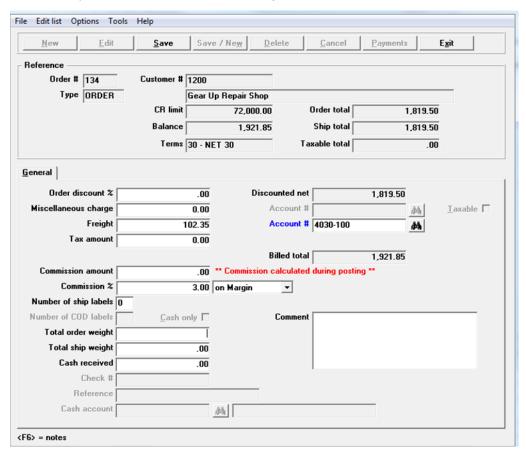


The following page will be displayed in your default browser:

## Vendor's ref # This optional field is the number that this vendor uses to refer to your company. It is printed on the checks you send to him, as an aid to identification. Format 30 characters Example Type 12769

Here is information about the field in question. It informs you that the field is optional but can be used as an aid for your vendors to identify you, i.e. the customer number your vendors would use for you in their system.

This help feature is available through-out the PBS system. For example, on the trailer screen of Order Entry, what is the "Total order weight"?



## In this case produces:

## Total order weight

Entry in this field is allowed only for order types O and I. For a type O order, you can access this field only using Field number to change?.

The order weight is calculated based on the accumulated weights of the items on the order.

The total order weight entered here may be printed on the form including a picking ticket.

Format 9999999.99